



COLLEGE *of*
CHARLESTON

2015 – 2016 Annual Security and Fire Reports

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LETTER FROM THE PRESIDENT

Dear Campus Community:

I am pleased to present the 2015 College of Charleston Annual Security and Fire Safety Report. In the following pages, you will read about the College's safety programs and security procedures and policies. In addition, you will discover our crime and fire safety statistics, who to call and what to do if you witness or are the victim of a crime, and tips to increase your safety awareness.

At the College, your safety and well-being is our foremost concern. It is our goal to provide a safe and secure campus for our students, faculty, staff, and visitors. However, the most effective means of achieving this goal is through a collaborative endeavor by all of us. We are safest when we look out for one another and speak up about potential threats to our campus community.

Although the College is safe, no campus in America is completely crime-free. I encourage you to use the information contained within this report to promote your own awareness and to continue making the College a remarkable place to live, learn, work, and excel.

Thank you for taking the time to read this annual report and for all you do to make the College such a special institution.

Sincerely,

A handwritten signature in cursive script that reads "Glenn F. McConnell".

Glenn F. McConnell '69
President

INTRODUCTION

The 2015–2016 Annual Security Report has been prepared in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. Compiling the report is the collaborative responsibility of representatives within the Department of Public Safety and the Division of Student Affairs. The report provides information on services and policies that support a safe and secure environment, highlights programs that encourage members of the campus community to seek intervention and assistance for victimization, provides information on the alcohol and drug policies, outlines procedures for handling reports of sexual assault, and identifies campus representatives for reporting crimes and incidents that have impact on the college community. Please contact Ms. Robin LaRocque, Director of the Office of Victim Services, for questions about this Annual Security Report. 843.953.2273 LaRocqueR@cofc.edu

Statement Addressing Preparation of Disclosure of Crime Statistics

Numbers reported for the areas designated as On Campus Property, Within Residence Halls, and Non-campus Buildings/Property reflect reports from:

- The Department of Public Safety Campus Police (also referred to as “Campus Police”) or, through jurisdictional agreement, City of Charleston Police Department and North Charleston Police Department;
- Office of Victim Services;
- Chief Conduct Officer, Dean of Students;
- Staff with significant programming responsibilities within Student Life, Residence Life, Athletics;
- Assistant Provost for International Education;
- Designated Campus Security Authorities listed in the report; and
- Appropriate law enforcement jurisdictions relating to incidents occurring within a non-campus building/property not filed with Campus Police (e.g., Patriot’s Point Sports Complex, Grice Marine Lab, and Dixie Plantation).

Incidents reported under the Public Property heading are provided by the City of Charleston Police Department for the Downtown Campus and by the North Charleston Police Department for the North Campus reflecting specific guidelines that require crimes to be reported that occurred on streets, sidewalks, and in parking garages inside the campus and immediately adjacent to it. Private residences, private property and private businesses scattered within the framework of the campus are not reportable areas under federal guidelines and, therefore, incidents occurring in these areas are not required information for inclusion in this report.

Campus counselors, campus health care providers are not required to submit numbers for preparation of this report. The campus counseling center and campus health center resource immediately refer those in need of victim assistance to the Office of Victim Services. Referrals to the Office of Victim Services are anonymously counted and included in this report if relevant to the locations specific to this report. The Office of Victim Services serves as the coordinator of the Annual Security Report.

The College sends notification of the availability of this report via e-mail to all enrolled students, faculty, and staff providing the website address to access the full report. A printable copy of the report (PDF format) may be accessed directly from this website at <http://studentaffairs.cofc.edu/annual->

[security/index.php](#). The Annual Security Report is also available in printed form at Campus Police headquarters, 89B St. Philip Street, Charleston, SC 29424. Prospective students may access this report directly from the Admissions webpage. Prospective employees may access the report directly from the Human Resources website.

To file a complaint alleging a violation of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, contact the director of the regional office. The address is listed at <http://www2.ed.gov/about/contacts/gen/regions.html#4>. The complaint will be handled by the Case Management Team within that regional office. Nothing in the law shall be construed to permit a school to take retaliatory action against anyone with respect to the implementation of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. (Higher Education Opportunity Act Section 488(e) HEA section 485(f)).

DESCRIPTION OF COLLEGE OF CHARLESTON CAMPUSES

North Campus

3800 Paramount Drive
North Charleston, SC 29405

The College of Charleston North Campus is conveniently located in North Charleston in close proximity to several major industrial manufacturers and business organizations. Equipped with modern classrooms, a computer lab with a virtual library, study space, and a student lounge equipped with a Provisions on Demand station, the North Campus brings many of the College's offerings to both working adults and traditional students throughout the tri-county region.

The North Campus offers the College of Charleston's bachelor's degree completion program to meet the needs of adult learners in South Carolina. The Bachelor of Professional Studies program combines online and on-site classes in an effort to accommodate the busy lives of working professionals. In addition, the North Campus is the home of the Center for Continuing and Professional Education (CCPE). CCPE offers customized non-credit educational programming for the personal, professional and executive development of students and working adults.

Facility Access

North Campus facilities are open Monday through Friday 7:00am-10:00pm and Saturday 7:00am-6:00pm.

Law Enforcement and Security

At the North Campus, the Department of Public Safety provides on-site security through a contracted outside vendor. Security personnel are present 24 hours per day, 7 days per week. There are also security cameras and emergency call boxes strategically placed throughout the building and the parking lot. The security personnel, cameras, emergency call boxes and patrols by the City of North Charleston Police Department work conjointly with the Department of Public Safety in an effort to keep the North Campus safe. Prior to relocating to the new facility in the 2014 Fall Semester, the College of Charleston North Campus was located at 5300 International Boulevard, Building B, Suite 100, North Charleston, SC 29418, at which time the Charleston Aviation Authority took police reports and responded to emergencies. Crime statistics in this report are for the International

Boulevard facility as the new North Campus facility on Paramount Drive was not open during the 2013 calendar year.

Reporting Procedures

Students, faculty, and staff are encouraged to use common sense and implement risk reduction measures to help deter crimes against persons and property. To report a crime or an emergency at the North Campus, call Public Safety at:

Emergency Assistance - 843.953.5611

Non-emergency Assistance - 843.953.5609

Fire Evacuation Procedures

In the event of a fire at the North Campus, activate the nearest pull station then use the nearest Fire Exit to leave the building immediately. Go to the back of the parking lot, and stand as far away from danger as possible. Call the City of North Charleston Emergency, 911, giving them the location of the fire. Make sure to stay out of the way for emergency vehicles so they may successfully complete their task of combating the fire.

Maintenance of Campus Facilities

Maintenance of the North Campus facility is primarily conducted by Holder Properties Staff. Work outside of their scope of services is contracted to a vendor who has participated in background checks.

All policies and procedures indicated throughout this document apply to the North Campus with the few exceptions that are only applicable to the North Campus as indicated above.

George D. Grice Marine Campus

205 Fort Johnson Road
Charleston, SC 29412

The George D. Grice Marine Campus is located at Fort Johnson, on James Island, across Charleston Harbor from downtown Charleston. The facility houses classrooms, student laboratories, research laboratories, faculty offices, an aquarium room, and a research collection of marine invertebrates and fishes. It has combined its extensive marine science library holdings with the holdings of the Marine Resources Research Institute of the South Carolina Department of Natural Resources to form the Cooperative Marine Research Library at Fort Johnson. It has served as the core facility in support of the undergraduate and the graduate programs in marine biology of the College of Charleston.

Facility Access

Grice Marine Campus facilities are open Monday through Friday 7:00 am-5:00 pm and Saturday 7:00 am-6:00 pm. Staff, faculty and students who have been assigned keys have access to the building during non-business hours.

Law Enforcement and Security

At the Grice Marine Campus, random patrols by the Department of Public Safety, City of Charleston Police Department and Charleston County Sheriff's Department occur during the week and on weekends. These agencies work together to help keep Grice Marine safe.

Reporting Procedures

Students, faculty, and staff are encouraged to use common sense and implement risk reduction measures to help deter crimes against persons and property. To report a crime or an emergency at the Grice Campus, call Public Safety at:

Emergency Assistance - 843.953.5611

Non-emergency Assistance - 843.953.5609

Fire Evacuation Procedures

In the event of a fire at the Grice Marine Campus, activate the nearest pull station then use the nearest Fire Exit to leave the building immediately. Go to the back of the parking lot, and stand as far away from danger as possible. Call the City of Charleston Emergency, 911, giving them the location of the fire. Make sure to stay out of the way for emergency vehicles so they may successfully complete their task of combating the fire.

Maintenance of Campus Facilities

Maintenance of the North Campus facility is primarily conducted by College of Charleston Physical Plant staff. Prior to employment with the College of Charleston Physical Plant, each maintenance staff member is required to pass a background check in accordance with the College's background checks policy (<http://policy.cofc.edu/policy.php#hr>). Maintenance staff are required to wear their College of Charleston ID badge when working in any location on campus. Maintenance workers not employed by the College, but contracted to provide services on campus are required to wear their uniform and ID badges provided by their employer.

All policies and procedures indicated throughout this document apply to the George D. Grice Marine Campus with the few exceptions that are only applicable to the Grice Marine Campus as indicated above.

Downtown Campus

66 George Street
Charleston, SC 29424

Located in the heart of historic Charleston, South Carolina, the College of Charleston is a nationally recognized public liberal arts and sciences university. Founded in 1770, the College is among the nation's top universities for quality education, student life and affordability. It's beautiful and historic campus, combined with contemporary facilities and cutting-edge programs, attracts students from across the U.S. and around the world. Over 10,000 undergraduates and approximately 1,200 graduate students at the College enjoy a small-college feel blended with the advantages and diversity of a mid-sized, urban university. Students work closely with a committed faculty, made up of more than 500 full-time distinguished teacher-scholars. And the City of Charleston - world-renowned for its history, architecture, culture and coastal environment - serves as a living and learning laboratory for experiences in business, science, technology, teaching, the humanities, languages and the arts.

REPORT A CRIME

Campus Police, within the Department of Public Safety, is the official law enforcement reporting entity for criminal offenses that occur on the College of Charleston campus and reasonably contiguous college-owned properties. Incidents occurring at properties more distant from the Charleston (main)

campus are handled either entirely by the local police agency with jurisdiction or jointly handled by such agencies in conjunction with Campus Police. Members of the campus community are encouraged to report all crimes as soon as possible to Campus Police and the appropriate law enforcement agency, when the victim of such crime elects or is unable to make such a report.

How to Report a Crime

To report a crime, fire or medical emergency, call Campus Police immediately (843.953.5611). The dispatcher who answers your call is trained in handling emergencies.

- Give your location.
- Describe the nature of the emergency.
- Be prepared to respond to the dispatcher's questions or instructions.

The dispatcher will dispatch an officer(s) to your location and/or the location of the emergency to collect information, assess the situation, initiate measures applicable to the situation and in accordance with policy, and consult with supervisors as appropriate.

CAMPUS SECURITY AUTHORITIES

On a national level, it is not uncommon for a college student who is the victim of crime to tell someone with whom they feel comfortable about the crime such as a resident assistant or coach, rather than law enforcement. In compliance with the Clery Act, the College is required to identify and provide training to students, volunteers, employees, etc., whose function has significant responsibility for student and campus activities, as a Campus Security Authority (CSA) to which a victim may disclose a Clery offense. Victims may report their victimization on a voluntary and confidential basis for the crime statistic to be included in the Annual Security Report. When a CSA receives a report of a Clery offense, they will collect important information regarding the crime from the victim and relay that information to the Department of Public Safety so the information may be evaluated if a Timely Warning should be initiated and to compile annual crime statistics to be included in the Annual Security Report. CSAs participate in annual training. At the College of Charleston we have created an on-line tutorial for CSAs and a webpage containing an outline of responsibilities and a report form. Starting in 2013, each our CSAs received a notice to review the tutorial and complete a companion quiz. Campus Security Authorities website: <http://victimservices.cofc.edu/campus-security-authorities/index.php>

Positions which serve in the capacity of Campus Security Authorities are:

Athletics - 843.953.5467

Director
Associate Director
Coaches

Campus Recreation - 843.953.5559

Director

Center for Civic Engagement - 843.953.5854

Director

Center for Disability Services - 843.953.1431

Director

Career Center - 843.953.5692

Director

Contracted Event Staff

(staff at event locations)

Cougar Shuttle - 888.960.2227

Dean of Students - 843.953.5522

Dean of Students

Associate Dean of Students

Assistant Director of Student Conduct

Equal Opportunity Program 843.953.5758

Title IX Coordinator

Investigators

Faculty/Staff Traveling With Students

(domestic or international travel)

Fraternity and Sorority Life - 843.953.6320

Director

Advisors

Graduate School - 843.953.5614

Dean

Associate Dean

Higdon Center for Student Leadership - 843.953.6356

Director

International Education - 843.953.5537

Assistant Provost

Multicultural Student Programs and Services - 843.953.5660

Director

New Student Programs - 843.953.2017

Director of Orientation

North Campus - 843.953.6684

Dean

Parking Services - 843.953.7834

Director

Parking booth attendants

Peer Assistance Leaders (PAL) - 843.953.2211

PAL students
Sr. Director of Community Relations

Provost Office - 843.953.5527

Provost/Executive Vice President for Academic Affairs
Associate Provost for Faculty Affairs

REACH Program - 843.953.4849

Director

Residence Life - 843.953.5523

Area Coordinators
Conduct Coordinator
Desk Assistants
Director of Residence Life
Residence Hall Directors
Resident Assistants

Student Affairs - 843.953.5522

Office of Executive Vice President
Executive Vice President for Student Affairs
Associate Vice President for Student Affairs

Student Life - 843.953.8122

Director, Advisors to Clubs/Organizations

Title IX Compliance - 843.953.5758

Coordinator

Upward Bound & Pre-College Programs - 843.953.6555

Director

CRIME STATISTICS

What Crimes Must be Tracked Under the Clery Act and Definitions

Murder and Non-Negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Negligent Manslaughter

The killing of another person through gross negligence.

Sex Offenses

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- A. **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- B. **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- C. **Date Rape Drug:** Under Clery, the administration of a date rape drug in an unsuccessful attempt to incapacitate and sexually assault the victim, and investigation determines that the perpetrator's attempt was to commit a sex offense, is a sexual assault. Administration of a date rape drug in which intent cannot be proven is an Aggravated Assault.

Sex Offenses, Non-forcible: Unlawful, non-forcible sexual intercourse

- A. **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- B. **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence

- A. State Definition: Abuse between household members
 - 1. Household members: Spouses or former spouses; persons who have a child in common; or a male or female who are cohabiting or formerly have cohabited.
 - 2. Abuse: The occurrence of one or more of the following acts within a domestic relationship:
 - a. cause physical harm or injury to a person's own household member; or
 - b. offer or attempt to cause physical harm or injury to a person's own household member with apparent present ability under circumstances reasonably creating fear of imminent peril.
- B. Federal Definition: A felony or misdemeanor crime of violence committed
 - 1. By a current or former spouse or intimate partner of the victim
 - 2. By a person with whom the victim shares a child in common
 - 3. By a person who is cohabitating with or has cohabitated with the victim as a spouse or a partner
 - 4. By a person similarly situated to a spouse of the victim under the domestic violence laws of the jurisdiction in which the crime of violence occurred, or
 - 5. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence

- A. Federal Definition: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 - 1. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - 2. For purposes of this definition

- a. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - b. Dating violence does not include acts covered under the definition of domestic violence.
3. For the purposes of complying with the requirements of this section, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- B. Note: There is no State Definition for Dating Violence.

Stalking

- A. State Definition: A person commits the crime of stalking if they engage in pattern of words, whether verbal, written, or electronic, or a pattern of conduct that serves no legitimate purpose and is intended to cause and does cause a targeted person and would cause a reasonable person in the targeted person's position to fear:
1. death of the person or a member of his family;
 2. assault upon the person or a member of his family;
 3. bodily injury to the person or a member of his family;
 4. criminal sexual contact on the person or a member of his family;
 5. kidnapping of the person or a member of his family; or
 6. damage to the property of the person or a member of his family.
- B. Federal Definition: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
1. Fear for the person's safety or the safety of others; or
 2. Suffer substantial emotional distress
 3. For the purposes of this definition-
 - a. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
 - b. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
 - c. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed. Aggravated assault includes poisoning (date rape drug, etc.)

Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent

to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned, including joy riding).

Arson

The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

Liquor Law Violations

The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Drug Abuse Violations

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Weapon Law Violations

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Unfounded Crimes

Occasionally, an agency will receive a complaint that is determined through investigation to be false or baseless. In other words, no crime occurred. If the investigation shows that no offense occurred nor was attempted, then it must be classified as being unfounded. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with prosecution, or the failure to make an arrest does not unfound a legitimate offense. Also, the findings of a coroner, court, jury, or prosecutor do not unfound offenses or attempts that law enforcement investigations establish to be legitimate.

U.S. Department of Justice, Federal Bureau of Investigation (2004) Uniform Crime Reporting Handbook pp 77, 78

Clery Act Hate/Bias Crimes

A hate crime is defined as any crime that manifests evidence that a victim was selected because of his/her actual or perceived race; gender; gender identity; religion; sexual orientation; ethnicity; national origin or disability. A hate crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's perceived

race; gender; gender identity; religion; sexual orientation; ethnicity; national origin or disability, the crime is classified as a hate crime. For more information on the definition and classification of hate/bias crimes, see: https://www.fbi.gov/about-us/investigate/civilrights/hate_crimes/overview.

Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity or national origin. Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported:

- A. **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
- B. **Gender:** A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- C. **Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.
- D. **Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
- E. **Sexual Orientation:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived sexual orientation.
- F. **Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term race in that “race” refers to grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.
- G. **National Origin:** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and/or traditions.
- H. **Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

The College of Charleston is required to report statistics for hate/bias crimes by the type of bias for the prior listed offenses (see definitions above) as well as the crimes of larceny, simple assault, intimidation and vandalism (see definitions below). The below listed crimes are not Clery reportable crimes unless the crime was motivated by bias. If a hate crime occurs during an incident involving larceny, simple assault, intimidation or vandalism, Clery law requires that the statistic be reported as a hate crime even though these four crime classifications by themselves are not Clery-reportable crimes.

- A. **Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- B. **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- C. **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

- D. **Destruction/Damage/Vandalism of Property (Except "Arson"):** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Good Faith Effort to Collect Statistics from Local Law Enforcement Agencies

As a good-faith effort to collect crime statistics for all Clery Act crimes committed in applicable geographic locations, the College of Charleston Campus Police Department requests such statistics from appropriate law enforcement jurisdictions.

Clery Act Geographic Categories

Statistics are provided for the most recent calendar year (2014) and the preceding two years (2013 and 2012). The charts that follow disclose statistics for offenses committed in certain geographic locations associated with the institution. These locations have definitions specific to the Clery Act and are described as follows:

On Campus

Any building or property owned or controlled by the College within the same reasonably contiguous geographic area and used by the College in direct support of, or in a manner related to, the College's educational purposes, including residence halls and any building or property that is within or reasonably contiguous that is owned by the College but controlled by another person, is frequently used by students, and supports institutional purposes, such as a food or other retail vendor. (Core campus map used for data collection of campus crime statistics: <http://studentaffairs.cofc.edu/annual-security/map.pdf>)

Non-Campus Building or Property

Any building or property owned or controlled by the College that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution; or any building or property owned or controlled by a student organization that is officially recognized by the College.

Public Property

All public property, including thoroughfares, streets, sidewalks, and parking facilities within the campus, or immediately adjacent to and accessible from the campus.

(Please refer to related charts on the pages that follow.)

College of Charleston
Charleston Campus
66 George Street
Charleston, SC

CRIME STATISTICS Non-Hate Crimes	On Campus Total			In Residence Halls			Non-Campus			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible sex offenses	10	3	NA	7	3	1	0	0	NA	1	0	NA
Non-forcible sex offenses	0	0	0	0	0	0	0	0	0	0	0	0
Forcible rape	NA	NA	9 ¹	NA	NA	9 ¹	NA	NA	0	NA	NA	0
Fondling	NA	NA	4 ²	NA	NA	3 ²	NA	NA	0	NA	NA	0
Robbery	0	0	0	0	0	0	0	0	0	0	1	0
Aggravated assault	1	2	0	1	1	0	0	0	0	0	0	3
Burglary	1	2	1	1	0	1	0	0	0	NA	NA	NA
Motor vehicle theft	2	3	3	0	0	0	0	0	0	1	0	0
Arson	1	0	0	1	0	0	0	0	0	0	0	0
Dating violence	NA	2	2 ³	NA	2	1 ³	NA	0	0	NA	0	0
Domestic violence	NA	0	1	NA	0	0	NA	0	0	NA	0	1
Stalking	NA	2	3 ⁴	NA	2	0	NA	0	0	NA	0	0
CRIME STATISTICS Hate Crimes	On Campus Total			In Residence Halls			Non-Campus			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible sex offenses	0	0	0	0	0	0	0	0	0	0	0	0
Non-forcible sex offenses	0	0	0	0	0	0	0	0	0	0	0	0
Rape	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Fondling	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	NA	NA	NA
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Dating violence	0	0	0	0	0	0	0	0	0	0	0	0
Domestic violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	1	0	0	1	0	0	0	0	0	0	0	0

One (1) of the nine (9) incidents, one (1) individual filed an official police report and the remaining eight (8) sought assistance from the Office of Victim Services and/or disclosed the incident to a Campus Security Authority.

² Zero (0) incidents were filed. Three (3) sought assistance from the Office of Victim Services and/or disclosed the incident to a Campus Security Authority.

³ One (1) incident was filed. One (1) sought assistance from the Office of Victim Services and/or disclosed the incident to a Campus Security Authority.

⁴ Zero (0) incidents were filed. Three (3) sought assistance from the Office of Victim Services and/or disclosed the incident to a Campus Security Authority.

College of Charleston
(New North Campus)
3800 Paramount Drive
North Charleston, SC

CRIME STATISTICS Non-Hate Crimes	On Campus Total			In Residence Halls			Non-Campus			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
Murder/Non-negligent manslaughter	NA	NA	O	NA	NA	NA	NA	NA	O	NA	NA	O
Negligent manslaughter	NA	NA	O	NA	NA	NA	NA	NA	O	NA	NA	O
Forcible sex offenses	NA	NA	O	NA	NA	NA	NA	NA	O	NA	NA	O
Non-forcible sex offenses	NA	NA	O	NA	NA	NA	NA	NA	O	NA	NA	O
Rape	NA	NA	O	NA	NA	NA	NA	NA	O	NA	NA	O
Fondling	NA	NA	O	NA	NA	NA	NA	NA	O	NA	NA	O
Robbery	NA	NA	O	NA	NA	NA	NA	NA	O	NA	NA	O
Aggravated assault	NA	NA	O	NA	NA	NA	NA	NA	O	NA	NA	O
Burglary	NA	NA	O	NA	NA	NA	NA	NA	O	NA	NA	NA
Motor vehicle theft	NA	NA	O	NA	NA	NA	NA	NA	O	NA	NA	O
Arson	NA	NA	O	NA	NA	NA	NA	NA	O	NA	NA	O
Dating violence	NA	NA	O	NA	NA	NA	NA	NA	O	NA	NA	O
Domestic violence	NA	NA	O	NA	NA	NA	NA	NA	O	NA	NA	O
Stalking	NA	NA	O	NA	NA	NA	NA	NA	O	NA	NA	O
CRIME STATISTICS Hate Crimes	On Campus Total			In Residence Halls			Non-Campus			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
Murder/Non-negligent manslaughter	NA	NA	O	NA	NA	NA	NA	NA	O	NA	NA	O
Negligent manslaughter	NA	NA	O	NA	NA	NA	NA	NA	O	NA	NA	O
Forcible sex offenses	NA	NA	O	NA	NA	NA	NA	NA	O	NA	NA	O
Non-forcible sex offenses	NA	NA	O	NA	NA	NA	NA	NA	O	NA	NA	O
Rape	NA	NA	O	NA	NA	NA	NA	NA	O	NA	NA	O
Fondling	NA	NA	O	NA	NA	NA	NA	NA	O	NA	NA	O
Robbery	NA	NA	O	NA	NA	NA	NA	NA	O	NA	NA	O
Aggravated assault	NA	NA	O	NA	NA	NA	NA	NA	O	NA	NA	O
Burglary	NA	NA	O	NA	NA	NA	NA	NA	O	NA	NA	NA
Motor vehicle theft	NA	NA	O	NA	NA	NA	NA	NA	O	NA	NA	O
Arson	NA	NA	O	NA	NA	NA	NA	NA	O	NA	NA	O
Dating violence	NA	NA	O	NA	NA	NA	NA	NA	O	NA	NA	O
Domestic violence	NA	NA	O	NA	NA	NA	NA	NA	O	NA	NA	O
Stalking	NA	NA	O	NA	NA	NA	NA	NA	O	NA	NA	O
Simple assault	NA	NA	O	NA	NA	NA	NA	NA	O	NA	NA	O
Intimidation	NA	NA	O	NA	NA	NA	NA	NA	O	NA	NA	O
Larceny	NA	NA	O	NA	NA	NA	NA	NA	O	NA	NA	O
Vandalism	NA	NA	O	NA	NA	NA	NA	NA	O	NA	NA	O

The College of Charleston had zero (O) unfounded incident reports.

College of Charleston
(Former North Campus)
International Blvd.
Charleston, SC

CRIME STATISTICS Non-Hate Crimes	On Campus Total			In Residence Halls			Non-Campus			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
Murder/Non-negligent manslaughter	0	0	NA	NA	NA	NA	0	0	NA	0	0	NA
Negligent manslaughter	0	0	NA	NA	NA	NA	0	0	NA	0	0	NA
Forcible sex offenses	0	0	NA	NA	NA	NA	0	0	NA	0	0	NA
Non-forcible sex offenses	0	0	NA	NA	NA	NA	0	0	NA	0	0	NA
Rape	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Fondling	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Robbery	0	0	NA	NA	NA	NA	0	0	NA	0	0	NA
Aggravated assault	0	0	NA	NA	NA	NA	0	0	NA	0	0	NA
Burglary	0	0	NA	NA	NA	NA	0	0	NA	0	0	NA
Motor vehicle theft	0	0	NA	NA	NA	NA	0	0	NA	0	0	NA
Arson	0	0	NA	NA	NA	NA	0	0	NA	0	0	NA
Dating violence	0	0	NA	NA	NA	NA	0	0	NA	0	0	NA
Domestic violence	0	0	NA	NA	NA	NA	0	0	NA	0	0	NA
Stalking	0	0	NA	NA	NA	NA	0	0	NA	0	0	NA
CRIME STATISTICS Hate Crimes	On Campus Total			In Residence Halls			Non-Campus			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
Murder/Non-negligent manslaughter	0	0	NA	NA	NA	NA	0	0	NA	0	0	NA
Negligent manslaughter	0	0	NA	NA	NA	NA	0	0	NA	0	0	NA
Forcible sex offenses	0	0	NA	NA	NA	NA	0	0	NA	0	0	NA
Non-forcible sex offenses	0	0	NA	NA	NA	NA	0	0	NA	0	0	NA
Rape	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Fondling	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Robbery	0	0	NA	NA	NA	NA	0	0	NA	0	0	NA
Aggravated assault	0	0	NA	NA	NA	NA	0	0	NA	0	0	NA
Burglary	0	0	NA	NA	NA	NA	0	0	NA	0	0	NA
Motor vehicle theft	0	0	NA	NA	NA	NA	0	0	NA	0	0	NA
Arson	0	0	NA	NA	NA	NA	0	0	NA	0	0	NA
Dating violence	0	0	NA	NA	NA	NA	0	0	NA	0	0	NA
Domestic violence	0	0	NA	NA	NA	NA	0	0	NA	0	0	NA
Stalking	0	0	NA	NA	NA	NA	0	0	NA	0	0	NA
Simple assault	0	0	NA	NA	NA	NA	0	0	NA	0	0	NA
Intimidation	0	0	NA	NA	NA	NA	0	0	NA	0	0	NA
Larceny	0	0	NA	NA	NA	NA	0	0	NA	0	0	NA
Vandalism	0	0	NA	NA	NA	NA	0	0	NA	0	0	NA

College of Charleston
 (George D. Grice Campus)
 205 Fort Johnson Road
 Charleston, SC 29412

CRIME STATISTICS Non-Hate Crimes	On Campus Total			In Residence Halls			Non-Campus			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
Murder/Non-negligent manslaughter	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Negligent manslaughter	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Forcible sex offenses	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Non-forcible sex offenses	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Rape	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Fondling	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Robbery	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Aggravated assault	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Burglary	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	NA
Motor vehicle theft	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Arson	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Dating violence	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Domestic violence	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Stalking	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
CRIME STATISTICS Hate Crimes	On Campus Total			In Residence Halls			Non-Campus			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
Murder/Non-negligent manslaughter	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Negligent manslaughter	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Forcible sex offenses	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Non-forcible sex offenses	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Rape	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Fondling	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Robbery	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Aggravated assault	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Burglary	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	NA
Motor vehicle theft	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Arson	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Dating violence	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Domestic violence	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Stalking	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Simple assault	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0
Intimidation	NA	NA	0	NA	NA	NA	NA	NA	0	NA	NA	0
Larceny	NA	NA	0	NA	NA	NA	NA	NA	0	NA	NA	0
Vandalism	NA	NA	0	NA	NA	NA	NA	NA	0	NA	NA	0

The George D. Grice Marine Campus was determined to be a separate campus during 2015. Clery reporting statistics for 2012 and 2013 were included in the main campus statistics prior to the 2015 Annual Security Report.

College of Charleston
(George D. Grice Campus)
 205 Fort Johnson Road
 Charleston, SC 29412

Arrests	On Campus Total			In Residence Halls			Non-Campus			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
Liquor Law	NA	NA	○	NA	NA	NA	NA	NA	○	NA	NA	○
Drug Law	NA	NA	○	NA	NA	NA	NA	NA	○	NA	NA	○
Weapons	NA	NA	○	NA	NA	NA	NA	NA	○	NA	NA	○
Disciplinary Actions/ Conduct Referrals	On Campus Total			In Residence Halls			Non-Campus			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
Liquor Law	NA	NA	○	NA	NA	NA	NA	NA	○	NA	NA	○
Drug Law	NA	NA	○	NA	NA	NA	NA	NA	○	NA	NA	○
Weapons	NA	NA	○	NA	NA	NA	NA	NA	○	NA	NA	○

College of Charleston
Charleston Campus
66 George Street
Charleston, SC

Arrests	On Campus Total			In Residence Halls			Non-Campus			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
Arrests: Liquor Law	13	16	43	6	15	39	0	0	0	5	16	13
Arrests: Drug Law	1	1	11	1	1	11	0	0	0	6	8	5
Arrests: Weapons	0	0	0	0	0	0	0	0	0	0	2	0
Disciplinary Actions/ Conduct Referrals	On Campus Total			In Residence Halls			Non-Campus			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
Arrests: Liquor Law	171	205	166	167	203	164	0	0	0	0	0	0
Arrests: Drug Law	55	53	62	55	53	62	0	0	0	0	0	0
Arrests: Weapons	1	1	0	1	1	0	0	0	0	0	0	0

College of Charleston
(New North Campus)
3800 Paramount Drive
North Charleston, SC

Arrests	On Campus Total			In Residence Halls			Non-Campus			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
Liquor Law	NA	NA	0	NA	NA	NA	NA	NA	0	NA	NA	0
Drug Law	NA	NA	0	NA	NA	NA	NA	NA	0	NA	NA	0
Weapons	NA	NA	0	NA	NA	NA	NA	NA	0	NA	NA	0
Disciplinary Actions/ Conduct Referrals	On Campus Total			In Residence Halls			Non-Campus			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
Liquor Law	NA	NA	0	NA	NA	NA	NA	NA	0	NA	NA	0
Drug Law	NA	NA	0	NA	NA	NA	NA	NA	0	NA	NA	0
Weapons	NA	NA	0	NA	NA	NA	NA	NA	0	NA	NA	0

College of Charleston
(Former North Campus)
International Blvd.
Charleston, SC

Arrests	On Campus Total			In Residence Halls			Non-Campus			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
Liquor Law	0	0	NA	NA	NA	NA	0	0	NA	0	0	NA
Drug Law	0	0	NA	NA	NA	NA	0	0	NA	0	0	NA
Weapons	0	0	NA	NA	NA	NA	0	0	NA	0	0	NA
Disciplinary Actions/ Conduct Referrals	On Campus Total			In Residence Halls			Non-Campus			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
Liquor Law	0	0	NA	NA	NA	NA	0	0	NA	0	0	NA
Drug Law	0	0	NA	NA	NA	NA	0	0	NA	0	0	NA
Weapons	0	0	NA	NA	NA	NA	0	0	NA	0	0	NA

DAILY CRIME LOG

The Campus Police Records Unit serves as archivist for all incident reports filed within the jurisdiction of the College's Campus Police. A request for an incident/accident report should be made to the Records Clerk located at Campus Police Headquarters. Requests may be submitted from 8 am - 3 pm, Monday through Friday. Processing of reports once a request has been submitted takes approximately three business days. A daily log which is a listing of all crimes reported to Campus Police is available for public viewing. An update of the log is completed within two business days of the filing of an initial report except where disclosure of such information is prohibited by law; such disclosure would jeopardize the confidentiality of the victim; and/or release of such information would jeopardize any component of an ongoing criminal investigation.

EMERGENCY RESPONSE, EVACUATION AND EMERGENCY PROCEDURES

Cougar Alert Emergency System

The College of Charleston's Cougar Alert mass notification system is used to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on or near campus. This confirmation will be based on the judgment of, and verification by, the Director of Emergency Management from information received from Charleston County Emergency Management, mutual aid incident command, College incident command, or Federal or State agencies. As defined by the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act, 34 CFR 668.46 (g) "immediate" threats include imminent or impending situations such as, but not limited to:

- Bomb threats or explosions, or other threats of imminent violence
- Fires, hazardous chemical or waste spills or gas leaks
- Terrorism incident or threat, including biological threats
- Infectious disease incident
- Natural disasters including hurricanes, earthquakes, tornadoes, floods, etc.
- Power outages or utility failures resulting in an imminent safety or security threat
- Campus closure due to weather or declared civil emergency

Use of the Cougar Alert System

The Cougar Alert campus emergency notification system operates under the supervision of the Director of Emergency Management/Environmental Health and Safety. The Director of Emergency Management will consult with the Department of Public Safety and the Office of the President if circumstances allow, before sending a Cougar Alert. The Director of Emergency Management and/or the Department of Public Safety will be responsible for composing critical messages to the campus community.

Once the determination of an emergency on campus is made by the Director of Emergency Management and Public Safety representatives, the Senior Director of Media Relations sends out the appropriate message on the Cougar Alert system (via phone call, text message and email) and posts the information at <http://emergency.cofc.edu/index.php>. Information may also be obtained from the emergency information hotline, 843.725.7246. In exceptional emergency circumstances, the Department of Public Safety will, in the sole judgment of the Chief of Police or highest ranking officer on duty, take responsibility for unilaterally activating the Cougar Alert system. In such cases,

the Department of Public Safety will operate the Cougar Alert system for as long as it deems necessary to effectively notify the campus of emergency situations, while at the same time contacting the Emergency Manager and the Office of the President of such action. When these offices consider it safe to do so, the operation of the system will be returned to the Director of Emergency Management.

Situations in which the Department of Public Safety will unilaterally activate and operate the Cougar Alert System include, but are not limited to:

- Murder on campus, where the suspect (where known or unknown) is still at large;
- A violent on-campus sexual assault, where the suspect (whether known or unknown) is still at large;
- A violent on-campus assault, where the suspect (whether known or unknown) is still at large;
- A fire in a residence hall with suspected injuries and/or substantial damage;
- A serious chemical leak where the immediate need is to have people keep clear of the area;
- Any other emergency where it is imperative the community receive immediate notification.

The Director of Emergency Management will work with the Department of Public Safety on an ongoing basis to ensure appropriate officers are trained in the use of the Cougar Alert system.

Determination of Notification to All or Part of the Campus

The Director of Emergency Management and the Department of Public Safety will determine which specific segment(s) of the College community to alert where the potential danger and/or threat is limited to a particular building or segment of the population. If the Department of Public Safety determines through a continuing assessment of the situation that additional segments of the College community may be at risk, those segments may also be notified. In cases where circumstances threaten the operations of the College community as a whole, the entire campus community will be notified.

Tests of the Cougar Alert System

Tests were conducted in 2014 on February 7th, May 12th, July 30th, and October 8th. All tests had prior notifications in order to encourage the campus community to update contact information. A review of the data from the tests was presented at meetings of the Emergency Management Team offering opportunity to make changes and fine tune the system.

Evacuation Procedures

The emergency information page located at: <http://emergency.cofc.edu/index.php> provides information relevant to fires, building evacuation procedures, suspicious packages, bomb threats, suspicious behavior/persons of concern, and active shooters. For a full disclosure of the evacuation procedures for hazardous weather, please visit the residence hall website at: <http://reslife.cofc.edu/policies-and-procedures/hazardous-weather-procedure.php>. Training of Public Safety personnel and drills relevant to emergencies on campus are ongoing. Emergency evacuation of the residence halls are conducted throughout the year.

Building Evacuation Procedures

- When the fire alarm is activated, evacuation is mandatory
- Do not use elevators
- Take personal belongings (ID, keys, purses, wallets) and dress appropriately for the weather
- Close doors as you exit
- Move to a safe area, away from the building in danger

Emergency Procedures

“Shelter-in-Place” Procedures

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside the building in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, Cougar card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources, including College of Charleston Department of Public Safety, Emergency Management Team, Housing Staff members, other College employees, Charleston Police Department or North Charleston Police Department, or other authorities utilizing the College’s emergency communications tools.

How to “Shelter-in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel:

- If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency.
- If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
- Locate a room to shelter inside. It should be: An interior room; Above ground level; and without windows or with the least number of windows.
- If there is a large group of people inside a particular building, several rooms maybe necessary.
- Shut and lock all windows (tighter seal) and close exterior doors.
- Turn off air conditioners, heaters, and fans.
- Close vents to ventilation systems as you are able. (College staff will turn off the ventilation as quickly as possible.)
- Make a list of the people with you and ask someone (Housing Staff, faculty, or other staff) to call the list in to Public Safety at 843-953-5611 so they know where you are sheltering. If only students are present, one of the students should call in the list.

- Turn on a radio or TV and listen for further instructions.
- Make yourself comfortable.

Fires

- Activate the nearest fire alarm pull station.
- Call Public Safety at 843.953.5611.
- Notify occupants and help those needing assistance in the immediate area.
- Confine the fire by closing doors as you exit.
- Do not re-enter the building until authorized to do so by emergency personnel.

Bomb Threats

- Remain calm.
- Obtain as much information as possible from the threatening caller.
- Keep callers on the line as long as possible.
- Do not anger callers.
- Call Public Safety at 843.953.5611.
- Do not erase threats if they are left on voice mail.
- Follow instructions from emergency personnel.

Suspicious Mail and Packages

- Do not touch or disturb the object or package.
- Evacuate the immediate area.
- Call Public Safety at 843.953.5611.
- Notify the building administrator, residence hall director, resident assistant as appropriate.

Suspicious Behavior/Persons of Concern

- Do not physically confront the persons exhibiting the behavior.
- Do not let anyone into a locked room/building.
- Call Public Safety at 843.953.5611.

Active Shooters

- If possible, exit the building immediately, and call Public Safety 843.953.5611.
- If you cannot exit, clear the hallway immediately and/or remain behind closed doors in a locked or barricaded room, if possible. Stay away from windows. Remain calm and quietly call Public Safety at 843.953.5611.
- Evacuate the room only when authorities have arrived and instructed you to do so.
- Do not leave or unlock the door to see “what is happening.”
- Do not attempt to confront or apprehend the shooter, unless last resort.
- Do not assume someone else has called police or emergency personnel.

Weather Emergencies

- Call the Emergency Information Hotline at 843.725.7246 (843.725.RAIN)
- Refer to the College’s Weather Emergency Plan, which includes a Hurricane Plan, online at <http://emergency.cofc.edu/> for procedures
- Continue to check the Emergency Website at <http://emergency.cofc.edu/> throughout the event and for after-incident actions.
- For updates, monitor local television and radio stations for announcements.

Procedures for Testing Emergency Response and Evacuation Procedures

The College's Emergency Management Team coordinates an annual test of emergency response and evacuation procedures. For 2014, the Emergency Management Team conducted an announced Active

Shooter Table Top Exercise on December 17th, 2014. The exercise was conducted by the Department of Homeland Security and co-sponsored by Emergency Management Team; Department of Public Safety; and Division of Student Affairs. This table top exercise was security-focused to fulfill the Clery Act annual testing mandate. This test was designed to involve and train faculty and staff members of the Emergency Management Team in the exercise planning process and campus response and security protocol for response to an emergency on a campus-wide basis that has directly affected the main campus.

The exercise objectives were focused on improving understanding of information sharing, communication procedure, identifying areas in need of plan/response improvement, developing recommended actions and procedural/process adjustments to address problem/potential problem areas.

Action Items Identified and Addressed

1. Strategic Planning: Strategies designed to address the risks faced, taking a long-term view to building capabilities that can mitigate risk through prevention, protection, response, and recovery activities. These strategies shape how building and sustaining capabilities is approached.
2. Capabilities-based Planning: Allows the College to prioritize which capabilities might have the greatest return on investment in preparedness activities, and can also help to identify which capabilities are most relevant and identify potential capability gaps.
3. Resource Decisions: Risk management should be a key component of an evidence-driven approach to requesting and allocating resources. By understanding risk, the College of Charleston can identify realistic capability requirements,
4. Operational Planning: the College of Charleston can better understand which scenarios are more likely to impact them, what the consequences would be, what risks merit special attention, what actions must be planned for, and what resources are likely to be needed, as well as what risks have the ability to negatively impact operations.

TIMELY WARNING

Timely Warning

A crime that occurs on campus property or public property that is enumerated in the Annual Security Report which, in the judgment of the Chief of Campus Police and/or the Director of Public Safety and Deputy Chief of Campus Police, poses a continuing threat to members of the campus community will result in the issuance of a Timely Warning. The Timely Warning will be sent to the campus community through email. When determined appropriate, as soon as possible under the circumstances, flyers will be posted within selected areas on campus. Anyone with information warranting a notification should report the circumstances to Campus Police by phone (843.953.5611 or 843.953.4980) or in person at 89 St. Philip Street. The notification will provide as much information as can be obtained from appropriate sources without jeopardizing an ongoing investigation and withholding as confidential the names of victims. Information in the notification will include a clearly stated warning, the location, time, and date incident occurred, a description of suspect(s), if available, a brief overview and recommendations for staying safe.

ANNUAL SECURITY REPORT POLICY STATEMENTS

How to Report a Crime

Please refer to page six (6) of this document for information about [how to report a crime](#).

Limited Voluntary Confidential Reporting

While the College encourages all victims to report crimes to the Department of Public Safety, anyone may report a crime anonymously by filing a report online at the Silent Witness website:

<http://publicsafety.cofc.edu/staying-safe/emergencies-on-campus/silent-witness.php>

College of Charleston Professional Counselors, when acting as such, are not considered to be a Campus Security Authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

A “Professional Counselor” is defined as an employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

Campus Security Authorities

Please refer to **CAMPUS SECURITY AUTHORITIES** on page seven (7) of this document for the information about which offices house Campus Security Authorities.

Building Security

The College of Charleston is located in an urban setting. The campus is historically significant and host to numerous visitors who come to enjoy the beauty and architecture. As a state institution, the general public has access to most of the facilities during the hours that buildings are open (6:00 a.m. to 11:00 p.m., Monday through Friday; Saturday and Sunday by special request). Buildings are secured by Campus Police officers at 11:00 p.m. Buildings during summer are open to reflect operational needs (e.g., Maymester, summer school, summer conference housing for specialty groups). Campus Police Officers conduct frequent checks of building interiors daily. Access after buildings are secured can be obtained by special permission from the faculty or, in case of emergency, by Campus Police.

State security officers staff the entrances of on campus major residence halls, with the exception of George Street Apartments, one (1) Warren Place, and twenty (20) Warren Place, between the hours of 11:00 p.m. and 7:00 a.m., seven days a week. Access to residential facilities (major residence halls and historic houses) is restricted to residents and their guests. Approximately 3,300 students live within campus-owned facilities. The remainder of enrolled students (approximately 6,700) live in off campus, private residences under the patrol jurisdiction of law enforcement agencies relative to that area.

Numerous security cameras are strategically placed within major residence hall facilities and around campus (e.g., stairwells, lobbies, laundry areas, on buildings, on poles). Before the beginning of the academic year, Residence Life and Housing live-in staff receive extensive training on policies, security, campus-based programs, and intervention resources available to the campus community. Training for front-line staff is ongoing. Hall Directors and Area Coordinators serve on-call rotation.

Prior to employment with the College of Charleston Physical Plant, each maintenance staff member is required to pass a background check in accordance with the College's background checks policy (<http://policy.cofc.edu/policy.php#hr>). Maintenance staff responds to specific work orders initiated by students who reside in campus residential facilities, and are required to wear their College of Charleston ID badge when working in any location on campus, including residential facilities. Maintenance workers not employed by the College, but contracted to provide services on campus, are required to wear their uniforms and ID badges provided by their employer at all times while on college property.

Security reviews of buildings and security maintenance updates are ongoing. Inspections are conducted frequently and security plans are initiated by appropriate staff in Residence Life and Housing and the Department of Public Safety.

Campus Law Enforcement

Campus Police, which is contained within the Department of Public Safety, is the recognized law enforcement agency for the College of Charleston. The primary goal of the Department of Public Safety is to create and assure a safe, orderly and secure environment for those we serve.

Campus Police is charged with protecting life and property, enforcing the laws of the state of South Carolina and the rules and regulations of the College of Charleston, preserving the peace and public order, preventing and reducing crime, detecting and apprehending those who violate the laws, and assisting with the prosecution of those apprehended.

The institution will protect victim confidentiality in publicly available records, to the extent permissible by law. The Department of Public Safety will redact the name of a victim and information which could cause the identification of the victim from Department of Public Safety incident reports, and other Public Safety records which could be made public, involving reports of domestic violence, dating violence, sexual assault or stalking.

Description of the Department of Public Safety

The Department of Public Safety is staffed with thirty-eight (38) professionally trained and certified men and women who are assigned to provide police services at the College of Charleston. These officers, serving in twelve-hour shifts, provide service and protection twenty-four hours a day, seven days a week. Campus Police officers are required to complete an intensive twelve-week training program at the South Carolina Criminal Justice Academy. The training program courses include criminal investigation, sex crimes, drug enforcement and juvenile justice. Upon graduation, the officer is certified with full powers of arrest by the Academy in accordance with South Carolina law and receives a Group I Constable commission through the South Carolina Law Enforcement Division (SLED). In-service training in law enforcement and related subjects is continuous throughout the career of the officer.

Additionally, twenty (20) state security officers are trained to staff the residence halls and the Addlestone Library. These officers provide internal security and liaison support for the patrol officers. They also attend in-service training on a regular basis.

The following services are offered by Campus Police: Fingerprinting, Project Identification for Property, Computer Registration, Lost and Found, Bicycle Registration, Residence Hall Safety

Meetings, Whistle Defense Program, Rape Aggression Defense (R.A.D.) Classes, Monthly Building and Lighting Checks and Security Surveys. Please contact 843.953.4980 for further information.

The Department of Public Safety strives to serve the campus community and welcomes all visitors at any time. The office is located at 89 St. Philip Street.

Memorandum of Understanding (MOU)

Memoranda of Understanding (MOU) are in effect between Campus Police and the City of Charleston Police Department, Charleston County Sheriff's Office, Mount Pleasant Police Department and North Charleston Police Department to specify agreed-upon responsibilities, cooperative agency response and investigation, and intra-agency sharing of information critical to the safety and security of students attending the College of Charleston. These agency-to-agency agreements comply with the State Law Enforcement Division (SLED) requirements that recognize the conjoint responsibility for the reporting and disposition of criminal offenses that occur on campus property and facilities utilized by the College, as well as expand the potential for cooperative safety planning and initiatives involving the student population.

Prompt and Accurate Reporting of Crimes

All members of the campus community are encouraged to promptly report all crimes to law enforcement. Crimes occurring on-campus, should be reported to Campus Police at 843.953.5611; and crimes occurring off-campus should be reported to the appropriate law enforcement jurisdiction by calling 911.

Relationship between Campus Counseling, Health Services and Victim Services

Campus counselors, campus health care providers and pastoral counselors are not required to submit numbers for preparation of this report. Counseling and Substance Abuse Services and the Student Health Services refer victims of crime to the Office of Victim Services for victim assistance. Referrals to the Office of Victim Services that meet the Clery Act reporting requirements are anonymously counted and included in the Annual Security Report. The Office of Victim Services is the coordinator of the Annual Security Report.

Security Awareness Programs for Students and Employees

During the new student orientation sessions throughout the summer, students are informed of services offered by the Department of Public Safety and other offices at the College of Charleston. Speakers and slide presentations outline ways to maintain personal safety on and off campus. The Crime Prevention officer conducts demonstrations of safety techniques and illustrates how to contact Public Safety. Students are told about the crime prevention services available through the Public Safety webpage such as the interactive crime map, anonymous tip line, silent witness (on-line anonymous reporting), how to call for an escort, and the 360 Safe Campus video series. Risk reduction techniques and sexual assault, dating violence and stalking prevention and response services are offered on a continual basis through the Office of Victim Services, the Office of the Dean of Students and Public Safety. Residential students attend mandatory floor meetings and are oriented to residence hall security procedures and policies. The Office of Victim Services provides residential students S.A.F.E.R. pamphlets.

Periodically during the academic year Public Safety, Residence Life and Housing, the Office of Victim Services, in cooperation with other programs and off-campus partners, orchestrate crime prevention

awareness sessions on sexual assault, dating violence, stalking, identity theft, computer theft, bike theft, as well as hosting sessions on personal safety and bystander intervention tips. Public Safety performs an annual campus safety walk with the Student Government Association.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. Information is also disseminated to off-campus students and employees through crime prevention awareness emails sent to residents in the neighborhoods around the campus by the City of Charleston Police Department. When time is of the essence, information is released to the College community through Cougar Alerts sent to the campus community by email, text message, phone call and web posting.

Cougar Shuttle

The College of Charleston Cougar Shuttle service operates seven nights a week from 11:00 p.m. until 3:00 a.m. during the spring and fall semesters. Cougar Shuttle is free to all students who show a current Cougar Card. Students choosing to use the Cougar Shuttle should call 888.960.2227 to be picked up and transported to a destination anywhere on the Charleston peninsula. For more information, contact 843.953.2211.

Peer Assistance Leaders (PAL)

This student leadership program brings together students from the College of Charleston, Charleston Southern University, Trident Technical College and MUSC to work under the guidance of the Office of Community Relations and the City of Charleston Police Department in order to promote greater student safety by helping their peers make good decisions, avoid risky situations that could result in criminal victimization and to travel to their place of residence safely. The PAL program demonstrates the ongoing partnership between the City of Charleston and the College in promoting student safety. For more information go to <http://president.cofc.edu/community-relations/pal.php>.

Crime Action Line

Any crime against an individual or property affects the entire community. The watchful eyes and ears of concerned community members who report suspicious behavior, safety hazards and violations of good citizenship allow a law enforcement agency to take a proactive instead of a reactive approach to safety issues affecting the community they serve. The Crime Action Line is available to report anonymously any information critical to the safety and security of the College and the Charleston community. To access the Crime Action Line, dial 843.953.4998 and leave a message.

Campus Safety Escort Program

We encourage all members of the campus community to use common sense and practice good personal safety techniques at all times. Students and employees are encouraged to walk in pairs and groups especially in the dark. When this is not possible, please use the campus escort service. Available 24 hours a day, 7 days a week, this on-campus service is intended for those who need a security escort to/from class, residence hall or parking lots/facilities. To access the program call 843.953.5609 and provide the following information to the dispatcher:

- your name
- phone number
- current location

- where you wish to go, and
- a physical description of yourself.

Please remain in your car or wait in the building lobby until a Campus Police representative arrives. This program, staffed by the on-patrol officers, serves a community of over 10,000. Calls for escort service are dispatched immediately. However, a significant delay in response time may be due to a high volume use of the program. If this occurs, please place your call again.

Emergency Call Boxes

Security on campus has been enhanced through the installation of emergency call boxes. There are over forty emergency call boxes in various locations to provide immediate interaction and assistance. Remote activation devices for individuals with special needs may be obtained through Campus Police at 89 St. Philip Street. To activate the call box, push in the call button and release. An automated emergency alert is sent to the Public Safety dispatcher, and Public Safety officers will be sent to the box location immediately. The dispatcher will contact the caller. To talk with the dispatcher hold button down. Release the call button to listen.

Silent Witness

Any member of the campus community may anonymously report suspected criminal behavior or serious policy violations occurring on or around campus by accessing the Silent Witness website at: <http://publicsafety.cofc.edu/staying-safe/emergencies-on-campus/silent-witness.php> . The site offers an online form that is sent electronically to Campus Police for review and collaboration with other offices to determine the appropriate response. Silent Witness augments the services provided that promote both student, faculty and staff safety and quality of life. Please be aware that Silent Witness is a serious crime-reporting service, and all reports of criminal offenses will be investigated by law-enforcement officials. Code of Conduct issues are forwarded to the appropriate office (Dean of Students and/or Residence Life and Housing) for investigation.

Crime Prevention Programs

Crime Prevention Programs on personal safety and theft prevention are sponsored by various campus departments throughout the year. Public Safety has designated Crime Prevention officers who facilitate programs for students, families, faculty and new employees during orientation and during departmental, hall and organizational meetings. Residence hall personnel provide residents a variety of risk reduction strategies and tips on how students can protect their property and themselves from crimes. Public Safety has several officers trained to teach Rape Aggression Defense System (RAD) classes and the schedule of classes is provided well in advance. S.C.O.P.E. (Safe Campus Outreach Prevention and Education) a student organization sponsors creative and theatrical programs about personal safety and primary prevention messages regarding sexual assault, dating violence and stalking. A hearty cohort of students volunteer to be members of PAL and act to connect students with the Cougar Shuttle or law enforcement, if needed, when they are in main nightlife sections of Charleston.

Residence hall rooms left unlocked, bicycles not secured and locked, and personal property left unattended account for the majority of crimes occurring on campus. While violent incidents are infrequent, crime prevention and risk awareness should be a part of the lives of all members of the community. A certain amount of risk is involved in nearly everything we do and we can reduce these risks by exercising care in everyday activities. Members of the College community are urged to do at least the following:

- Lock your door when your room is unattended or when you are sleeping.
- Engrave your valuables.
- Do not "hide" keys under mats, over doors or in other obvious places.
- Report suspicious persons immediately.
- Keep articles of value out of sight.
- Report doors, windows, locks, or lights in need of repair.
- Never prop doors open.
- Don't lend your key to others.
- Avoid working alone or studying alone in a building late at night.
- Do not walk alone when it is dark outside. Always try to be accompanied by one or more individuals.

Rape Aggression Defense Training

Certified Rape Aggression Defense (RAD) instructors offer a twelve-hour course in self-defense for women. The course focus is to enable women to learn a set of cognitive and physical skills that can help them reduce their risk of victimization. Offering basic education in confrontational principles and personal defense, the program progresses through the stages of awareness, risk reduction and avoidance and provides basic physical defense techniques. RAD empowers participants and helps them realize that training, responsible decision-making, and development of physical power, are tools that build confidence and critical self-awareness. For information on upcoming RAD class course dates, please check: <http://publicsafety.cofc.edu/services/rape-aggression-defense-system/index.php> or contact 843.953.4980.

Students of Concern Committee (SOC) and Faculty Assisting Students in Trouble (F.A.S.T.)

These intervention programs bring to the attention of qualified administrators specific issues that appear to pose a risk to the academic mission of an individual or the campus community. Each situation/individual's circumstances are reviewed and addressed through appropriate intervention resources, or through policies that protect the welfare of both the individual and the campus community.

Sexual Misconduct Resources

The College has centralized information about laws, policies, procedures, confidential assistance and resources and programming under the umbrella of the Sexual Misconduct Resources webpages at <http://studentaffairs.cofc.edu/sexual-misconduct-resources/index.php>

OFF-CAMPUS CRIMINAL ACTIVITY

When a College of Charleston student is involved in an off-campus offense, campus police officers may assist with the investigation in cooperation with local, state, or federal law enforcement. The Department of Public Safety routinely works and communicates with campus officers on any serious incidents occurring on-campus or in the immediate neighborhood and business areas surrounding campus. Public Safety and the City of Charleston Police Department conduct joint patrols in some neighborhoods surrounding the campus on the weekends. The College of Charleston operates no off-campus housing or off-campus student organization facilities; however, many students live in the neighborhoods surrounding the College. While the City of Charleston Police Department has primary jurisdiction in the areas off campus, College of Charleston Public Safety can and do respond

to student-related incidents that occur in close proximity to campus. College of Charleston Public Safety and the Charleston Police Department engage in Joint Patrol to facilitate rapid response in an emergency situation. Students are alerted during orientation and through the *Student Handbook* that they can be held accountable for offenses which occur off campus and the offenses can be processed through the campus conduct system. The Office of the Dean of Students receives regular communication about vice offenses from the City of Charleston Police Department.

Employee Training

The College recently hosted a mandatory Harassment and Discrimination Prevention Training program for all faculty and staff. National campus safety and security compliance company, Margolis Healy and Associates delivered a customized program for the College and published a *Guidebook on Discrimination and Harassment: Responsibilities at the College of Charleston*. The two-hour development session covered crucial information regarding federal/state laws and college policies on Title IX and discrimination. Each session provided information about individual faculty and staff members' legal obligations to ensure compliance with laws prohibiting sexual harassment/assault and other forms of discrimination. In addition, the training provided information about the rights and the resources that are available to faculty and staff who experience discrimination or harassment on campus. The training was video recorded. Website for Guidebook: <http://legallaffairs.cofc.edu/policies-and-handbooks/Discrimination%20and%20Harassment%20Responsibilities%20at%20the%20College%20of%20Charleston%20Guidebook.pdf>

STUDENT AND EMPLOYEE ALCOHOL AND DRUG POLICIES

Parental Notification and Alcohol and Drug Violations

Achieving autonomy and acceptance of one's personal responsibility are student development goals promoted throughout every facet of collegiate life. Such goals are promoted within the Family Rights and Privacy Act (FERPA). In 1998, however, amendments to FERPA gave colleges and universities the option to notify parents or guardians of a student's violation of any federal, state, or local law, or an institutional disciplinary policy relating to the use or possession of alcohol or a controlled substance. The amendment recognizes the cooperative partnership colleges have with parents and guardians that move beyond enrollment to those times when intervention is a practical response to prevent the loss of a student's personal and collegiate goals.

In support of the mutual investment in the success of each student and the preservation of a climate conducive to living and learning, an official of the College will notify parents or guardians (for students under the age of 21 at the time of notice) of the College's determination that the student violated federal, state or local law or College policy governing the use or possession of alcohol or a controlled substance.

Alcohol Policy

The possession, sale or the furnishing of alcohol on the College of Charleston campus is governed by College policy and South Carolina state law. Laws regarding the possession, sale, consumption or furnishing of alcohol are enforced by state constables and inspectors. Enforcement of alcohol laws on campus is the primary responsibility of the Department of Public Safety. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age is illegal. Officials in Residence Life and Housing and the Office of the Dean of Students enforce campus policy with regard to alcohol and students. Employees are subject to the employee

alcohol policy. College policy permits the legal consumption of alcohol on campus under certain circumstances and within designated areas. Student or employee violators of state law or campus policy are subject not only to criminal prosecution but also to disciplinary action. Organizations or groups violating alcohol policies or laws may be subject to sanctions by the College.

The College has a *medical amnesty policy* with regard to student alcohol-related emergencies. This policy provides that any student who is in need of medical care during an alcohol-related emergency, and who receives or actively seeks out such care in a timely fashion, may do so without fear of being subjected to student disciplinary action provided the student completes the amnesty conditions (attends alcohol education sessions conducted by the Counseling and Substance Abuse Services).

Drug Policy

The College of Charleston campus does not tolerate the illegal use, possession, sale, manufacture or distribution of any controlled or illicit substance. State and federal laws and College policy stipulate the restrictions on controlled substances and illicit drugs. These laws and policies are strictly enforced by Public Safety and the Office of the Dean of Students. Violators are subject to College disciplinary action, criminal prosecution, dismissal, fines and imprisonment.

The College offers a range of programs and services to help students, faculty and staff cope with alcohol and drug-related problems. Students may seek individual or group counseling services by contacting Counseling and Substance Abuse Services at 843.953.5640. Faculty and staff may contact Strategies to Assist Valued Employees (SAVE), the Employee Assistance Program, at 843.747.5327 or 800.768.5327 for professional referral assistance for a number of personal problems, including substance abuse. Refer to the website: <http://hr.cofc.edu/benefits/assets/pdfs/save10.10.pdf>

For more information regarding alcohol and drug policies on campus, students may refer to the Student Handbook website at: <http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php> and faculty and staff may refer to the Human Resources Policies website at: <http://hr.cofc.edu/policies/index.php>.

Enforcement of applicable drug and alcohol laws is the responsibility of the College of Charleston Department of Public Safety and the Office of the Dean of Students.

Policy Statement on Substance Abuse Education

The College of Charleston is concerned with the welfare of the College community and the academic and personal development of each student. The College strives to create a healthy environment where the illegal use of drugs and alcohol abuse does not interfere with learning, performance, or development. Accordingly, the College issues to all students and employees a clear statement of policy concerning the illegal use of drugs and abuse of alcohol, including standards of conduct, legal sanctions, health risks, educational programs and counseling services and disciplinary sanctions. This information can be located at the Drug Free Schools and Communities Act Information website: <http://counseling.cofc.edu/drug-free-schools-act/index.php>.

As citizens, students and employees have responsibility for knowing of and complying with the provisions of law and campus policies regarding drugs and alcohol. Any student or employee who violates any substance abuse law is subject to prosecution and punishment by law enforcement.

authorities as well as to disciplinary procedures conducted by the College, which may precede criminal or civil proceedings.

The College's first obligation in dealing with drug and alcohol abuse problems is to educate the College community. This obligation is addressed by a variety of prevention and education programs which are offered, including formal and informal classes, lectures, discussions, and activities that address both drug-abuse prevention and drug-related problems. Students are encouraged to participate in the numerous campus organizations and activities which promote drug-free experiences. Current information about the risks and statistics related to drug use is available to students and employees through the Drug Free Schools and Communities Act webpage: <http://counseling.cofc.edu/drug-free-schools-act/index.php>.

A second responsibility of the College is to promote an atmosphere where students and employees who have a problem with drug use will have the opportunity to seek help. Each student seeking assistance will be provided an opportunity for an individual diagnostic assessment and will be offered information on, or referral to appropriate services which address the improper use of drugs, including the misuse of prescription or over-the-counter drugs. Available services may include educational activities, structured groups, counseling, and self-help groups. Some of these services are offered on campus at no cost to the student. The cost of off-campus services is the responsibility of the student. The College also provides an Employee Assistance Program for its employees, which program offers a free and confidential assessment, referral, and short-term counseling service to all College employees.

Students may receive assessment, counseling, and educational services from the Office of Substance Abuse Services, (Robert Scott Small Building, 3rd floor, 843.953.5640), or from off-campus treatment providers. Employees are encouraged to contact the SAVE program for drug counseling, assessments and educational services.

The policies are not intended to create obligations or restrictions which may interfere with the confidential nature of counseling, clinical, or therapeutic relationships. Confidentiality will be maintained in accordance with state and federal laws.

Policy Statement Addressing Disclosure to Victims of Crimes of Violence

The College of Charleston will, upon written request, disclose to the alleged victim of a crime of violence or a forcible sex offense, the report of the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purposes of the disclosure.

SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE AND STALKING

The Campus Sexual Violence Elimination Act (Campus SaVE Act) was passed in 2013 and amended the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 to increase transparency about the scope of sexual violence on campus, guarantee victims enhanced rights, provide for standards in institutional conduct proceedings, and provide campus community wide prevention educational programming. Accordingly, the College has instituted extensive primary prevention and awareness programs regarding sexual misconduct and related offenses for our campus

community. Training of students, faculty and staff has occurred live and video replays are available via our website.

In compliance with the Violence against Women Act (VAWA), and in addition to the additional reporting of numbers herein of domestic violence, dating violence and stalking, the College has implemented the following:

- Adopted student discipline procedures, such as for notifying alleged victims of their rights; and
- Adopted institutional policies to address and prevent campus sexual violence.

Confidential Victim Assistance

The role of the certified victim service providers within the College of Charleston Office of Victim Services is to make getting critical information and assistance easier by tailoring services to each student's unique set of circumstances. No matter where a crime occurs or whether the victim chooses to report to law enforcement or not, the Office of Victim Services has extensive, connections both on and off campus to help with the resulting fallout from the crime. This office provides a "one-stop" approach in working with students that makes getting what is needed less complicated, less time consuming, and less overwhelming. While maintaining the confidentiality of the victim, the certified victim assistance providers are available to assist a victim:

- In understanding their options to report or not report the offense to law enforcement, and campus authorities
- If they so choose in notifying proper law enforcement authorities, including on-campus and local police
- In obtaining a Protection Order (Order of Protection or Restraining Order) as applicable
- In understanding potential campus conduct options (letter of No Contact, initiate campus conduct charges, etc.)
- Of sexual assault in getting the free sexual assault forensic exam to address their health and preserve evidence
- Of dating violence, domestic violence or stalking in designing a safety plan
- With completing state victim compensation application
- Understanding the importance of preserving evidence so that it may be used in court hearings
- In telling their parents about the victimization if they so choose
- Obtaining contact information for on-campus and off-campus counseling resources
- With immediate and long-term academic disruptions relating to the victimization
- By addressing emergency needs
- Changing academic, living and work situations if accommodations are reasonably available
- Identifying appropriate options or resources
- By providing information relevant to any concerns that may develop
- By providing a written overview of options and resources for the victim to review

Assistance through the Office of Victim Services is generated through team response, walk-ins, and referrals from faculty, staff, parents, students, law enforcement and community resources. A direct intervention process for the offices of Student Health Services, Absence Memo Office, Campus Police, Dean of Students, Associate Dean of Students, Counseling and Substance Abuse Services, Title IX Coordinator and Residence Life and Housing is standard protocol to help ensure that the specialized intervention and services related to the distinctive immediate and long-term needs of victims are promoted. Services through this office are available for primary victims, secondary victims

(e.g., roommates, parents, friends, etc.) or witnesses involved with or affected by the victimization. For more information please visit <http://victimservices.cofc.edu>.

The Office of Victim Services is located in Rooms 102 and 202, within 67 George Street. Emergency assistance for a victimization that happened within the previous 120 hours/5 days is available 24/7 by calling 843.953.2273. For non-emergency victim assistance or general information, please call 843.953.2273 during normal business hours.

Policy Statement on Sexual Misconduct

It is the policy of the College of Charleston to respect the rights and the dignity of the individual. Sexual misconduct, including sexual assault, dating violence, domestic violence, stalking, and any form of sexual harassment, violates this principle and will not be tolerated. The College is committed to taking immediate, equitable and effective steps to respond to sexual misconduct, to prevent its recurrence, and to address its effects. The College encourages reporting any incident related to these offenses and the Decisional Authority is required to consider suspending or expelling any student found culpable for sexual misconduct.

The College of Charleston procedures for internal disciplinary investigation and action in cases of alleged domestic violence, dating violence, sexual assault or stalking clearly state that said procedures will provide prompt, fair and impartial investigations and resolutions. The procedures will be carried out by officials who receive annual training on issues related to domestic violence, dating violence, sexual assault and stalking, as well as how to conduct investigations and hearings that protect victim safety and promote accountability. This includes Public Safety officers and the officials designated to institute the internal administrative procedures. Both the Complainant and the Respondent are entitled to the same opportunity to be accompanied to any related meeting by an advisor of their choice. Both the Complainant and the Respondent receive simultaneous written notice of: the outcome of any disciplinary hearing, the College's appeal procedures, any change to the results before the results are final, and the final results. The College of Charleston uses the standard of evidence called preponderance during an internal conduct proceeding involving an incident of domestic violence, dating violence, sexual assault and stalking. Preponderance means that the decision-maker bases their determination on what more than fifty percent of the evidence supports.

***Reporting Procedures for Sexual Misconduct Complaints**

The College strongly encourages all individuals to report incidents of harassment, sexual assault, domestic violence, dating violence, and stalking to our Title IX Coordinator and/or Campus Police. Reports can be made to the Title IX Coordinator by phone, email, on-line, or in person. Reports can also be submitted anonymously through Silent Witness.

When an individual files a report of sexual misconduct to the Title IX Coordinator the Complainant and Respondent will be provided a written explanation outlining the following:

- Notification to victims about options for, available assistance in, and how to request changes in academic, housing, working or transportation situations. The interim actions and accommodations are available to complainants even they choose not to pursue disciplinary actions.
- An explanation of the policy and procedures in the administrative process.

- A listing of the student's or employee's rights and options.
- A listing of resources both on campus as well as community resources such as counseling, victim advocacy, medical services and other services available.

Involvement of Law Enforcement

All individuals who make a report of sexual misconduct to the Title IX Coordinator hold the right to decide whether to file a report with campus or local law enforcement. They may elect to work with our Office of Victim Services to request assistance in filing a police report. While the College respects the rights of the Complainant's decision on whether to involve law enforcement, there may be some circumstances that pose an on-going threat to the welfare and safety of the campus community that may require law enforcement notification and investigation.

Confidentiality

The College seeks to respect requests for confidentiality in its response to incidents of discrimination, harassment, and retaliation. It may be necessary, at times, to disclose certain personally identifying information to investigate and address complaints effectively. In such cases, the College takes steps to ensure that information is only shared as necessary, on a need-to-know basis, to address the underlying allegations.

Receipt of Complaint

The initial steps for resolution of a complaint are the same whether the Respondent is a student, employee or guest. Employee and guest Respondents will be processed in accordance with the College Policy entitled Prohibition of Discrimination and Harassment, Including Sexual Harassment and Abuse and the related Operating Procedures for Processing Initial Complaints against Faculty and Administrators and Staff. Student Respondents will be processed in accordance with the Student Sexual Misconduct Policy and the student Code of Conduct policies and hearing procedures. All Complainants are informed of their option to pursue criminal charges in addition to a campus-based administrative process.

In every report of sexual harassment or violence, the College will make an immediate assessment of any risk of harm to individuals or the campus community and will take steps necessary to address those risks. These steps may include interim protective measures to provide for the safety of the individual and the campus community.

After consideration of these factors, The College's Title IX Coordinator (Director of the Office of Equity Opportunity Programs - OEOP) and Deputy Coordinator (Dean of Students) will assess closely the stated preferences of the Complainant and confer about whether to pursue an informal resolution or formal resolution. This determination is made after a review of the circumstances, and based on factors such as whether the Complainant and Respondent are so diametrically adverse in positions that informal resolution would not be successful, whether there is an unreasonable risk of violence, intimidation or other harm by one of the parties, and whether the Respondent has been charged with a crime arising out of the event giving rise to the complaint or for other good cause shown. The College will not agree to any informal resolution, despite the wishes of the parties, when it has reason to believe that a sexual assault or any other form of violence has taken place.

If the alleged violation warrants, the Title IX Coordinator will refer the matter for investigation. The initial assessment of whether to refer the matter for investigation generally takes one to five business days. The Title IX Coordinator may determine that the matter will be investigated against the request of the Complainant if there are concerns for the safety of the campus community or where, in the judgment of the College, it is in the best interest of the College to proceed with an investigation. Where the College cannot honor a request not to investigate, the Complainant will be notified, in advance.

Interim Actions

Whenever there is a complaint of alleged sexual misconduct, dating violence, domestic violence or stalking, the Dean of Students and the Title IX Coordinator will undertake an immediate preliminary investigation and, if appropriate, take interim action to support and protect the Complainant. The types of Interim Actions available include, but are not limited to:

- Orders of “no contact”
- Providing an escort to allow the Complainant to move safely between classes and activities
- Moving the Complainant or Respondent to a different residence hall
- Providing counseling services
- Providing medical services
- Providing academic support services, such as tutoring
- A ban from specific buildings or areas of the campus
- Adjustments to academic schedules
- Interim suspension and ban from campus
- Any other action that the College believes is reasonable and appropriate under the circumstances

A violation of the interim actions by the Complainant or the Respondent will constitute a related offense that may result in the imposition of disciplinary action. These listed actions also represent the types of protective actions that may be offered to a Complainant as part of the outcome of a disciplinary proceeding. Please see the Sexual Misconduct Resources pamphlet available through the Sexual Misconduct Resources web pages: <http://studentaffairs.cofc.edu/sexual-misconduct-resources/resources/index.php>.

Investigation

When it is determined that an investigation is warranted, the Title IX Coordinator will designate an investigator(s) from the OEOP. The investigators of the OEOP have specific training and experience investigating allegations of sexual misconduct. The investigation will be a fair and reliable fact-gathering process. The investigation will be conducted thoroughly, impartially and fairly. The investigation will be respectful of individual privacy concerns. The investigation will be performed in a manner that will ensure the College’s compliance with all state and federal laws, including provision of due process to the Respondent.

The OEOP will seek to complete the investigation within 45 (forty-five) business days of receiving the complaint. All time frames expressed are meant to be guidelines rather than rigid requirements. Extenuating circumstances may arise that require the extension of time frames, including extension beyond 45 days. Good cause to extend the timeframe may include pending

workload requirements, other assigned cases, the complexity and scope of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, any intervening school break or vacation, or other unforeseen circumstances.

At the conclusion of the investigation, the investigators will compose a report which includes all relevant policies, all relevant evidence, findings of fact and factual conclusions. The report will be forwarded to the Title IX Coordinator for review.

Formal Resolution

For a student Respondent, a hearing based on the investigator's report is organized to determine whether there is sufficient evidence, according to the preponderance standard, that a violation of policy has occurred. Student Complainants and Respondents can select either a faculty/staff Panel or single Conduct Official to conduct the hearing. Both parties must agree to the selection of a Conduct Official. Both parties have the same opportunity to have an advisor present with them at the hearing, present evidence and have questions posed to the other party and witnesses. The Panel members and the Conduct Officials have received specialized training for adjudicating allegations of sexual misconduct. The same level of evidence – preponderance – is used in the proceedings for employee and guest Respondents.

When an investigation or hearing demonstrates that sufficient evidence exists that a violation of policy and procedure has occurred, Respondents will be subject to disciplinary action based on their relationship to the College.

- For a student Respondent, the disciplinary sanctions will be determined by the hearing Panel or Conduct Official following a finding of responsibility.
- For an employee Respondent, disciplinary action may be taken by the supervisor in accordance with employment policies and procedures.
- For a guest Respondent, the College will take the necessary action to ensure the policy violation does not recur and, if appropriate, involve local law enforcement.

Informal Resolution

Informal resolution is a restorative-based, non-judicial approach designed to eliminate a hostile climate and stop certain behavior without taking disciplinary action against the Respondent. The Title IX Coordinator, in consultation with the General Counsel and the Executive Vice President for Student Affairs (where the Respondent is a student), determines whether an informal resolution may be appropriate. No matter of sexual violence can be resolved informally.

The College seeks to resolve all reports within 60 days of the initial report. The period of time from the filing of the individual complaint, a College decision to investigate a matter, to the completion of the preliminary Report of Investigation, to the determination of the Decisional Authority may extend beyond 60 days. All time frames expressed in our policies are meant to be guidelines rather than rigid requirements. Extenuating circumstances may arise that require the extension of time frames, including extension beyond 60 days. Good cause to extend the timeframe may include pending workload requirements, other assigned cases, the complexity and scope of the allegations, the number

of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, any intervening school break or vacation, or other unforeseen circumstances.

Prompt, Fair and Impartial Process

The College seeks to address all cases of sexual misconduct in a manner that is prompt, fair and impartial by ensuring the following rights and options are reserved for both the Complainant and the Respondent:

- The Complainant and Respondent will be provided the same opportunities to have others present during any administrative disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The advisor is only available for guidance and consultation and cannot address the investigators or the hearing panel/conduct official at any point during this process.
- Both parties will receive simultaneous notification of the result of the disciplinary proceedings and the procedures to appeal the results of a disciplinary proceeding.
- The investigations and disciplinary proceedings will be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault and stalking and do not have a conflict of interest or bias for or against the complainant or the respondent.

Sanctions for Policy Violation for Students and Employees

For student Respondents the Decisional Authority is required to consider suspending or expelling any Student found culpable for Sexual Misconduct; however, the Decisional Authority may impose any other sanction that it finds to be fair and proportionate to the violation(s) and the attending circumstances. Other sanctions may include removal from campus housing, deferred suspension, mandatory referral to counseling, and/or disciplinary service. For employee Respondents the Decisional Authority considers all possible corrective action, including separation from the College. Matters that may be considered when deciding on the appropriate sanctions, include -

- The record of past violations of any College Policy, the Honor Code, or government rules, regulations or laws, as well as the nature and severity of such past violations;
- The acknowledgement of wrongdoing by and the commitment of the Respondent to conform his/her conduct to acceptable standards in the future;
- Whether alcohol or controlled substances were involved in the incident;
- Whether violence was involved in the incident; and
- If the Respondent poses a continuing risk to the Complainant and/or the College Community.

Definitions of the terms Proceeding and Result

Proceeding means a disciplinary hearing before a three-person faculty/staff Panel or Conduct Official for a student Respondent or review by a supervisor of the investigator's report for an employee Respondent.

Result means the announced outcome for both an informal or formal process- responsibility or no responsibility and, if relevant, the listing of sanctions - by a faculty/staff Panel or Conduct Official for a student Respondent or finding and/or disciplinary actions by a supervisor for an employee Respondent.

*This section adapts words and formatting found in the 2015-2016 Annual Campus Safety and Security Report of the Bluegrass Community & Technical College. Permission granted.

Policy Statement on Retaliation

The College prohibits retaliation by its officers, employees, agents or students against persons exercising their rights or responsibilities under any provision of the Campus SaVE Act.

Policy Statement on Interim Actions

The College may change working situations if those changes are requested by the victim and are reasonably available, regardless of whether the victim reports the offense to campus or local police.

Policy Statement on Programming

College of Charleston's education programs include a clear statement that the College of Charleston prohibits domestic violence, dating violence, sexual assault, and stalking. Program materials include South Carolina's legal definitions of domestic violence, sexual assault and staking. The state of South Carolina currently does not have a statue or regulation which defines dating violence or consent with regard to sexual activity.

Programming to Prevent Sexual Assault, Dating Violence, Domestic Violence and Stalking

The prevention education includes a variety of program formats and approaches. Several of the programs include descriptions of safe and positive options that a bystander can take when they witness potential domestic violence, dating violence, sexual assault or stalking. These descriptions are provided through printed materials and role playing. The trainers also introduce information about how to recognize the warning signs of abusive behavior (such as isolating someone from their friends and family) and how to avoid potential attacks. The prevention and awareness programs start before the students commence classes in August.

Awareness Programs

Awareness programs consist of campus-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration. The College sponsors several programs and examples include:

AlcoholEdu and Haven: Each year, prior to matriculation, all incoming students are required to complete two on-line tutorials. AlcoholEdu educates students about the negative impacts of alcohol abuse and Haven increases awareness about the definition of consent, sexual misconduct, and the importance of being an active bystander in preventing sexual misconduct. Both are products of the EverFi company.

Campus Safety Awareness Month: Each year, the College participates in Campus Safety Awareness Month with weeks of programming, many requiring active participation, around the topics of sexual assault, abusive relationships, and intimate partner violence. Many other topics are covered in programming which includes speakers, panel discussions, candlelight vigil, films and meet and greet sessions with law enforcement and other officials.

Halloween Safety: The Office of Victim Services and Residence Life distribute posters and candy to promote safety messages to first-year students. Students are also reminded how to be active bystanders during the Halloween period.

National Hazing Prevention Week: The Office of Fraternity and Sorority Life (formerly Greek Life) invites speakers to come to campus to remind our Greek-lettered organizations, sports clubs and other student organizations about the many forms of hazing and how to increase the agency of individuals to become active bystanders in situations specific to potential hazing incidents. The Office also recognizes those chapters who sponsor anti-hazing programs for their membership.

Advisory committees on Alcohol and Other Drugs, Sexual Misconduct and Title IX. Three College-wide committees consider effective ways to promote short- and long-term programs that promote the prevention of sexual violence and high-risk drinking and substance abuse among students. The committees are proactive in identifying key issues and effective tactics that should remain institutional priorities.

Bystander Intervention

Bystander intervention consists of safe and positive options that may be carried out by an individual or group to prevent harm or intervene safely when there is a risk of an occurrence of harm to another. Training with regard to bystander intervention also includes recognizing situations of potential harm, gaining the confidence to intervene in any way, overcoming the barriers to intervening, identifying safe and effective intervention options and how to take action. Bystander intervention programs also cover understanding the attitudes, habits and cultural conditions that facilitate bias and violence. The Colleges specific bystander intervention programs include:

Bystander intervention presentation and facilitation for First Year Students: Most in-coming students receive a small group experience about bystander intervention and consent as part of the first year orientation. The small groups are generally peer-led. These topics are carried forward into the First Year Experience Synthesis Seminars which are weekly peer-led sessions. The students are provided the opportunities to discuss actively the information they receive.

It's Your Place: It's Your Place is a bystander intervention program. The program consists of an on-going multi-media awareness campaign (videos, presentations, tweets, postings, posters, etc.) and small group trainings. The programs are both peer-led and staff-led. The presentations are tailored for specific audiences such as student-athletes, fraternities, sororities and other student organizations.

The Men's Program/One in Four: The Men's Program is a program for men which teaches other men about rape, how to help women recover from a rape experience, and how to intervene as a bystander if they observe a situation that could turn into rape. The College has a small group of volunteers who have undergone the training to be part of The Men's Program and conduct presentations.

Ongoing Prevention and Awareness Campaigns

Ongoing prevention and awareness campaigns consist of programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to, and skills for addressing conduct violations. Some examples of the College's ongoing prevention and awareness campaigns include:

Greek Member Education Programming: All Greek-lettered organizations are required to complete certain risk management programming requirements for their chapters. This requirement is supported by the annual expectations set by the Office of Fraternity and Sorority Life. At least one program per year must be about alcohol and other drugs and another about sexual violence and intimate partner violence.

Student Organization Summit: All registered student organizations must attend an annual summit. During the summit organizational behavioral standards are covered in detail. Hazing is addressed specifically and the scenarios introduced cover sports clubs and other sorts of organizations besides Greek-affiliated.

Stall Street Journal and Sexual Misconduct Resources webpages: These efforts involve using graphics and catchy images to introduce information about campus resources, confidential options, policy locations, and definitions for key concepts. Monthly posters are placed in the stalls of residence hall bathrooms, as well bathrooms in the student center, fitness center and other buildings.

S.C.O.P.E. – Safe Campus Outreach, Prevention and Education Peer Team. The SCOPE team is made up of students and focused on building awareness and promoting risk reduction through the coordination of many types of programs. Each semester SCOPE hosts about seven programs. Sample program titles include “Breaking the Silence,” “No Violence – No Victims Candlelight Vigil,” and “What Would You Do vs. What You Should Do.”

The Men's Program/One in Four: The Men's Program is a program for men which teaches other men about rape, how to help women recover from a rape experience, and how to intervene as a bystander if they observe a situation that could turn into rape. It is a small group of male peer educators. The group presents when it can to all-male groups to inform other men how to recognize harmful attitudes and assumptions they hold about women and other genders.

Cougar Counseling: A diverse group of students trained to educate their peers about health and wellness issues (substance use, sexual health, mental health) in a positive, interactive and nonjudgmental manner. Cougar Counselors provide confidential client education sessions after hours and through texting and an on-line chat room. This group has sponsored the annual Mental Health Dialogues – one example of a program which promotes community understanding of mental health issues and educates about campus and community resources.

Primary Prevention Programs

Primary Prevention Programs consist of programming and outreach tactics informed by research and assessed for learning outcomes that are intended to stop harmful and prohibited behavior before it occurs through the examination of the roots of harmful attitudes and beliefs and the promotion of positive and humane behaviors that foster healthy and mutually respectful relationships. Such programs seek to challenge harmful social norms and change behavior. The College offers a variety of programs:

Orientation Consent Workshops: Prior to matriculation, during their orientation period, all new students have the opportunity to attend an optional workshop detailing the College's definition of consent and increase students' ability to negotiate consent. These workshops are designed to promote participant engagement and build skills that will serve them in promoting an array of healthy behaviors within their intimate relationships.

All incoming students (new freshmen and transfers) must complete the on-line tutorials created by EverFi - AlcoholEdu© and Haven. The focus of Haven is on providing definitions of sexual assault, dating violence, stalking and the elements of consent. The 40-minute tutorial includes scenarios illustrating the intersections of alcohol and sexual violence and forums and opportunities for bystander intervention. Haven includes a pre and post-test about definitions and awareness of the statistics about sexual misconduct on college campuses and how to intervene safely and positively.

The College conducts 10 two-day orientation sessions during the summer. On day one, through presentation by the certified victim advocates and officials from the Office of the Dean of Students, students hear of the campus services - confidential and non-confidential -, policies and procedures for filing a complaint and the disciplinary outcomes for offenders. The Crime Prevention Officer from the Department of Public Safety also discusses risk reduction techniques students should exercise while off campus, how to register for RAD classes and the availability of the "360 Stay Safe at College" videos covering the topics of Protect your Possessions and Identity, Sexual Assault, Controlling Behavior, Stalking, Everyday Safety, Common Sense Defense, and Safe Travel.

Website for "360 Stay Safe at College:" <http://publicsafety.cofc.edu/staying-safe/stay-safe/index.php>

On day two of each session, students must attend a peer-led presentation and discussion covering the topics outlined by the SaVE Act, such as state laws on sexual assault, domestic violence and stalking, the elements of consent in reference to sexual activity, information on risk reduction, and a description of safe and positive options for bystander intervention.

Sexual Misconduct Committee: The Sexual Misconduct Committee is a group with representation of all campus constituencies who are invested in sexual assault prevention and education. The Committee has representation from athletics, academic affairs, office of the Dean of Students, Counseling, Student Health Services, Public Safety, Office of Legal Affairs, students and faculty. The Committee coordinates the College's work with regard to combatting all forms of sexual harassment and violence.

Alcohol and Other Drugs (AOD) Working Group: The Group meets monthly to promote awareness, track the effectiveness of interventions and serve as a resource for students, faculty and staff interested in minimizing the abuse of alcohol and other drugs. The Group provides a curriculum for instructors

interested in incorporating healthy and safe messages into their classes. This Group designed the AOD prevention curriculum for all First Year Experience courses.

Gender and Sexualities Equity Center (GSEC): In addition to their outreach and awareness campaigns, GSEC hosts various educational workshops aimed at breaking down harmful attitudes and beliefs. The trainings span a wide range of topics related to understanding the constructs of gender and different forms of gender-based violence.

Risk Reduction Programs

Risk reduction consists of services and programs designed to decrease perpetration and bystander inaction and to increase self-awareness about one's responsibility for safety and learning about how to live in an urban area. A sample of the College's risk reduction programs and services include:

R.A.D. - women's self-defense course: This is a 12-hour course that consists of several sessions offered over three nights or full-days on a weekend and is taught by a certified instructor. It is coordinated by our Department of Public Safety.

Physical Education 120 - Brazilian Jiu Jitsu for Women's Self Defense: This new for-credit class is offered to enhance students' awareness of the physical power gained by individuals becoming aware of their bodies' center of balance.

Cougar Shuttle: Late night (11 p.m. to 3 a.m.) free transportation for students around the Charleston peninsula. The Cougar Shuttle offers point-to-point transportation seven days a week during the academic year.

Public Safety Escorts: Public Safety officers are available to escort students point-to-point when called. The Department offers this service for the campus area and the area immediately adjacent to campus.

Peer Assistance Leaders (PAL): Trained student volunteers perform walk-throughs of the area close to campus which is populated by bars and restaurants. They walk either one or two weekend nights and will call the Cougar Shuttle or a cab for students needing assistance to return to their residence or other location.

PROCEDURES FOR VICTIMS OF SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE AND STALKING

If you become a victim of sexual assault, dating or domestic violence, or stalking, it is important for you to understand that it is not your fault. The individual responsible for the victimization intentionally chose to inflict harm and commit the crime. Healing from these crimes may take time, but it is possible. Reporting any of these offenses is not the same as prosecuting, and the decision to prosecute can be made later. Regardless of your decision to file or not to file an official report with law enforcement, you are encouraged to get assistance and follow the procedures suggested below.

Procedures for Victims of Sexual Assault

- Immediately get to a safe place.
- Call the police.
- On-campus sexual assault, call Public Safety at 843.953.5611.
- Off-campus sexual assault, call 911.
- Survivors of sexual assault that occurred on campus have the option to contact the local law enforcement jurisdiction to file an official report. Please understand, that the off-campus jurisdiction might refuse to take the report and refer it back to campus police.
- **Contact the Office of Victim Services** at <http://victimservices.cofc.edu/> whether you choose to officially report or not. The Office of Victim Services' philosophy is to work with victims to ensure that they receive needed resources, services and information. The Office of Victim Services is located in Rooms 102 and 202, within 67 George Street. Emergency assistance for a victimization that happened within the previous 120 hours/5 days is available by calling 843.953.2273. For non-emergency assistance or general information, please call 843.953.2273 during normal business hours.
- **Get medical assistance ASAP.** Sexual Assault is an emergency. You may have injuries of which you are not aware. It is important to seek medical treatment from a facility where the staff is specially trained to provide care for sexual assault survivors in order to be examined and treated for any injuries and for exposure to sexually transmitted illnesses.
- **Collect medical evidence.** (If you choose to have evidence collected, the sooner this is done, the more reliable and potentially useful it will be.)

Medical Assistance

It is important to get medically treated after a rape. You have the right to a free sexual assault forensic exam (SAFE) for up to 120 hours (or 5 days) for a sexual assault that occurred in the local area, whether you chose to file an official incident report or not. The SAFE exam is conducted at Medical University of South Carolina (MUSC) which has a team of specially trained Sexual Assault Nurse Examiners (SANE) on call 24/7 to care for victims of sexual assault regardless of gender or gender identity. The sexual assault forensic exam is FREE. South Carolina State Office of Victim Assistance (SOVA) reimburses the hospital for SAFE exam expenses.

Preserve Evidence

It is important to preserve as much evidence as possible and not change clothes, shower or bathe, douche, drink, eat, smoke, brush your teeth, or use the bathroom unless absolutely necessary before the SAFE exam. These activities can destroy vital evidence. If you've changed your clothes since the assault, and you are reporting the incident to law enforcement, allow them to collect the clothing you were wearing at the time of the assault. If you are not contacting the police, place the clothes you were wearing in a clean, unused paper bag and bring it with you to the SAFE exam. If you do not have a clean, unused paper bag, the Office of Victim Services can provide one to you. The sexual assault nurse examiner will determine if the clothing should be included in the evidence kit.

If you believe you were given a date rape drug wait to urinate until you arrive at the hospital. However, if you can't wait, collect your first urine in a clean container with a lid and take it to the emergency room with you. If you have been vomiting, try to vomit into a clean plastic bag and bring it with you. Be sure to tell the SANE nurse your symptoms and that you believe you were given a date rape drug, and give her the collected urine and/or vomit.

A friend may take you or accompany you to the SAFE exam. The Office of Victim Services is available to assist you, and in most instances provide transportation for you to the SAFE exam. The decision to report the assault to law enforcement authorities is solely up to you. If you file a police report, the police can also transport you to the SAFE exam. If you aren't sure whether you want to officially report the assault, you can report anonymously and have evidence collected and held while you make a decision. Having evidence collected gives you a wider range of options later if you decide to press charges against the assailant(s). The forensic evidence will be stored for one year from the date it is collected to give you time to decide whether you want to convert the anonymous kit to an active law enforcement investigation. Once the medical examination and forensic evidence collection are completed, the SANE nurse will seal the forensic evidence collection kit with no name, address, or contact information on the outside. Your hospital patient account number will be placed on the outside of the kit for payment by the State Office of Victim Assistance and tracking purposes only. The sealed kit will then be given to law enforcement for storage purposes only.

Reporting Options

- Criminal Process
- Campus Disciplinary Process - if assault committed by another C of C student
- Anonymous Sexual Assault Forensic Exam (SAFE)
- Civil Suit

Resources

Whether you elect to report or choose not to report, GET HELP. The following resources are available:

- **Office of Victim Services**
The Office of Victim Services works with victims to ensure that they receive needed resources, services and information. The Office of Victim Services is located in Rooms 102 and 202, within 67 George Street. Emergency assistance for a victimization that happened within the previous 120 hours/5 days is available by calling 843.953.2273. For non-emergency assistance or general information, please call 843.953.2273 during normal business hours.
Website: <http://victimservices.cofc.edu/>
- **Counseling and Substance Abuse Services**
Free to enrolled College of Charleston students and offers a variety of services and individual counseling sessions. Appointment may be scheduled by calling 843.953.5640.
Website: <http://counseling.cofc.edu/>
- **People Against Rape**
PAR was established in 1974 to assist adult victims of sexual assault in the tri-county community covering Charleston, Dorchester and Berkeley Counties. Their 24 hour hotline number is 1.800.241.7273. Website: <http://www.peopleagainstrape.org/>

Procedures for Victims of Dating Violence and/or Domestic Violence

- Immediately get to a safe place.
- Call the police. If the incident occurred off campus, contact the appropriate police jurisdiction (in most instances 911). If the incident occurred on campus, please call 843.953.5611.

- Survivors of dating violence or domestic violence that occurred on campus have the option to contact the local law enforcement jurisdiction to file an official report. Please understand, that the off campus jurisdiction might refer it back to campus police.
- Contact the Office of Victim Services. The Office of Victim Services works with victims to ensure that they receive needed resources, services and information. The Office of Victim Services is located in Rooms 102 and 202, within 67 George Street. Emergency assistance for a victimization that happened within the previous 120 hours/5 days is available by calling 843.953.2273. For non-emergency victim assistance or general information, please call 843.953.2273 during normal business hours.
- Get medical assistance - If you have recently been physically abused (hit, punched, kicked, pushed/thrown down, bitten, burning, strangled, choked or placed in choke hold, or other types of battering) it is important to seek medical care immediately in order to be examined and treated for any injuries, visible and non-visible.
- Preserve Evidence - It is important that you preserve as much evidence as possible. Evidence that is preserved may help to keep your legal options open and may help support your case in the event you elect to pursue prosecution, an order of protection, a restraining order, etc.
- Do not “disturb” or clean up the crime scene before the police arrive.
- Inform the police of any injury you may have, especially ones concealed by clothing, so they may determine how to collect evidence as appropriate.
- Document each and every incident: date, time, witnesses and a description of the incident, and keep this documentation at a location in which the abuser does not have access.
- Keep a copy of the police report(s).
- Do not initiate or receive a call or a visit from the alleged assailant. If you are concerned for your safety, call the Department of Public Safety.

Reporting Options

- Criminal Process
- Disciplinary Process - if assault committed by another College of Charleston student
- Restraining Order or Order of Protection
- Civil Suit

Develop a Safety Plan

In the event of an argument or assault, where would you go to minimize your risk? What rooms would you want to avoid (bathrooms may not have exits and kitchens have knives)? Who would you contact? Do you have enough money in a safe place unknown to the abuser in which you could access in an emergency? Contact the Office of Victim Services or My Sister’s House, and someone will assist you with an individualized safety plan.

Resources

Whether you elect to report or choose not to report, GET HELP. The following resources are available:

- **Office of Victim Services**
Works with victims to insure that they receive needed resources, services and information. Emergency assistance for victimization that happened within the previous 120 hours/5 days is available by calling 843.953.2273. For non-emergency victim assistance or general information, please call 843.953.2273 during normal business hours.

Website: <http://victimservices.cofc.edu/>

- **Counseling and Substance Abuse Services**

Free to enrolled College of Charleston students and offers a variety of services and individual counseling sessions. Appointment may be scheduled by calling 843.953.5640.

Website: <http://counseling.cofc.edu/>

- **My Sister's House**

A nonprofit organization that provides services, programs and resources to empower domestic violence victims and their children to live free from abuse. The organization operates an emergency temporary shelter at an undisclosed location for women and their children who flee abusive situations in Charleston, Berkeley and Dorchester counties in South Carolina. 24-hour crisis line: 843.744.3242

Website: <http://mysistershouse.org/>

Procedures for Victims of Stalking

If you are being stalked, you are encouraged to do the following:

- Call the police each time an incident occurs. For on-campus incidents, call Public Safety at 843.953.5611 and off-campus incident, call 911.
- Survivors of stalking incidents that occurred on campus have the option to contact the local law enforcement jurisdiction to file an official report. Please understand, that the off campus jurisdiction might refer it back to campus police.
- Contact the Office of Victim Services. The Office of Victim Services works with victims to ensure that they receive needed resources, services and information. The Office of Victim Services is located in Rooms 102 and 202, within 67 George Street. Emergency assistance for a victimization that happened within the previous 120 hours/5 days is available by calling 843.953.2273. For non-emergency victim assistance or general information, please call 843.953.2273 during normal business hours.
- Website: <http://victimservices.cofc.edu/>

Stalking Log

Document each and every incident: date, time, witnesses and a description of the incident and suspect.

Develop a Safety Plan

- Do not keep the stalking behavior a secret - tell people and ask for their support.
- Avoid going places alone and use the buddy system - never walk or jog alone at night and always let someone know where you are going and the expected time you will arrive home.
- Use the Cougar Shuttle which is available from 11:00 p.m. until 3:00 a.m. during the spring and fall semesters (888.960.2227)
- Ask for law enforcement to increase patrols near your residence.
- While on campus, use Campus Police escorts (843.953.5609)
- Contact the Office of Victim Services. The Office of Victim Services works with victims to insure that they receive needed resources, services and information. The Office of Victim Services is located in Rooms 102 and 202, within 67 George Street. Emergency assistance for a victimization that happened within the previous 120 hours/5 days is available by calling 843.953.2273. For non-emergency victim assistance or general information, please call 843.953.2273 during normal business hours.
- Website: <http://victimservices.cofc.edu/>

Preserve Evidence

Evidence of stalking can occur in many forms that may include but is not limited to direct, indirect or third party contact; notes, gifts, and other items left for the victim; use of technology (phone, text, email, social media, etc.) to communicate with the victim. When a stalking incident occurs, it is important to preserve as much evidence as possible which may help support your case in the event you elect to pursue legal action such as prosecution, an order of protection, a restraining order, etc.

Reporting Options

- Criminal Process
- Disciplinary Process - if assault committed by another C of C student
- Civil Suit
- Restraining Order or Order of Protection

Resources

Whether you elect to report or choose not to report, GET HELP. The following resources are available:

- **Office of Victim Services**
Works with victims to insure that they receive needed resources, services and information. The Office of Victim Services is located in Rooms 102 and 202, within 67 George Street. Emergency assistance for a victimization that happened within the previous 120 hours/5 days is available by calling 843.953.2273. For non-emergency victim assistance or general information, please call 843.953.2273 during normal business hours.
Website: <http://victimservices.cofc.edu/>
- **Counseling and Substance Abuse Services**
Free to enrolled College of Charleston students and offers a variety of services and individual counseling sessions. Appointment may be scheduled by calling 843.953.5640.
Website: <http://counseling.cofc.edu/>
- **The Stalking Resource Center** The Stalking Resource Center is a conjoint program between the National Center for Victims of Crime and the U.S. Department of Justice, Office on Violence Against Women that is committed to promoting awareness, action and advocacy to enhance victim safety and hold stalking offenders accountable.
- Website: <http://victimsofcrime.org/our-programs/stalking-resource-center>

WARNING SIGNS OF ABUSIVE BEHAVIOR

Question relationships with partners who:

- Are unreasonably jealous
- Refuses to take responsibility for their actions
- Breaks or destroys their partner's belongings/property
- Put down people, including their partner's family and friends
- Try to isolate their partner from family and friends
- Sabotages their partner's work/education (makes them late, initiates arguments/fights before a test, etc.)

- Are physically rough with their partner (push, shove, pull, grab, restrain, etc.)
- Frequently accuses their partner of flirting with others or cheating on them
- Do not care about their partner's opinions or feelings - it is their way or no way
- Blame all arguments and problems on their partner
- Abuse alcohol or other drugs
- Try to control their partner (tells them what to wear, wear to go, how to act, etc.)
- Threaten to kill himself/herself if their partner breaks up with them
- Tell their partner that they are stupid, fat, ugly, no one will want them, etc.
- Are afraid to break up with their partner
- Feel like they are constantly being checked on and must check-in with their partner
- Are walking on "egg shells" because they do not want to do anything to make their partner angry
- Cry a lot, are anxious, afraid, unhappy or depressed
- Have bruises, scratches, lacerations, burns, etc. on their arms, neck, face, or other areas of the body
- Give explanations for injuries that serve as a cover-up to excuse their partner's violent actions

POTENTIAL OPTIONS FOR BYSTANDERS

Oftentimes, when a sexual assault or other traumatic event is about to occur, bystanders are close by. Many would be willing to intervene if they had an idea of what they could do. Below are a few ideas of how to get involved. It is important to evaluate the situation and develop a plan before taking action. It is imperative that you intervene **ONLY** if you can safely do so. Be mindful that your judgment is impaired when you are under the influence of alcohol/drugs – do not intervene if you are intoxicated as this increases your chance of harm.

- Tell the potential perpetrator that the vulnerable person is your significant other, your cousin, little sister/brother, etc.
- Pretend to receive a phone call and tell the potential perpetrator someone called the police who are on their way.
- Pretend to feel sick and tell the vulnerable person you threw up and need them to help you leave.
- Say you see an old significant other, feel uncomfortable, and need someone to stay with you in case they approach you (then leave).
- Create a distraction - Ask for the time. Ask for a menu. Ask for directions. Tell a joke or a story.
- Ask others to get involved without being violent.
- Arrange for the Cougar Shuttle to give the vulnerable person a safe ride home and ensure the potential perpetrator does not get on it at that time.
- If a friend is acting as a potential perpetrator, get them away from the situation by telling them there is another great event to go to, etc. When the two of you are away from the situation and in a safe place, let them know you care about them and do not want to see them get into trouble with the College or possibly arrested because their behavior was in the process of crossing the line to committing a crime.
- If the situation rises to the level of an emergency, call the police. If you do not want others to know, go to a bathroom, closet or outside and make the call.

ADJUDICATION OF VIOLATIONS ON CAMPUS AND WITHIN THE COMMUNITY

Students may be held accountable to both outside authorities and the College for acts that constitute violations of law and of the Honor Code, Student Code of Conduct, Alcohol Policy, or Drug Policy. Radio contact, joint patrols, and a strong partnership with local law enforcement by the campus police allow for greater awareness of incidents occurring off campus and those involved/responsible. Disciplinary proceedings initiated through the College may proceed even if criminal proceedings are pending and will not be subject to challenge on the basis that criminal charges involving the same incident have been dismissed or reduced.

Procedures for the resolution of alleged violations of the Honor Code, Code of Conduct and Alcohol/Drug Policy are outlined in the Student Handbook available at the following web address: <http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php>

The College of Charleston does not report or have any officially recognized student organizations that have housing facilities off-campus. There are, however, fraternity and sorority houses within the immediate area of campus that are privately-owned houses. Typically, Campus Police officers are the initial responders to a call from one of these locations. However, City of Charleston Police Department may be called directly for an incident and/or respond in conjunction with Campus Police. Organizations sponsoring off campus events must do so under guidelines outlined in The Compass: A Guide for Student Organizations and in compliance with the Code of Conduct.

Sex Offender Registry

In accordance with South Carolina law the South Carolina Law Enforcement Division (SLED) maintains the state-wide sex offender registry. This registry allows for a search of sex offenders by name, city, county or zip code. To access the sex offender registry, go to <http://services.sled.sc.gov/sor/Report> or to find out more information pertaining to the registry, go to www.sled.sc.gov or visit Campus Police at 89B St. Philip Street. Under South Carolina law (SC Code of Laws, SEC 23-3-465), students who are on the sex offender registry cannot reside in the residence halls. For additional information on sex offender registry please refer to the South Carolina Code of Law 23-3-450, 23-3-460, and 23-3-460 (1).

MISSING RESIDENTIAL STUDENT NOTIFICATION PROCEDURES

If a member of the College of Charleston community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the Department of Public Safety at 843.953.5611. The Department of Public Safety will initiate an investigation.

In addition to registering general emergency contact(s), students residing in on-campus housing are informed by Residence Life and Housing at the beginning of the academic year of the option to identify confidentially an individual to be contacted by the College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the College will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so by contacting the Residence Life

and Housing office. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should the Department of Public Safety determine that the student has been missing for 24 hours, the College will contact the student's designated emergency contact, confidential contact, notify the Executive Vice President for Student Affairs and, if necessary, other law enforcement authorities; and for missing residential students under the age of 21, the College will contact local, state and/or federal authorities and the National Crime Information Center of the Department of Justice no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the College will notify the student's parent or legal guardian immediately after the Department of Public Safety has determined that the student has been missing for 24 hours.

The College's Missing Residential Student Policy (Policy 12.2.2) can be found at:
<http://policy.cofc.edu/policy.php#student>

RESOURCES

While the College of Charleston offers comprehensive victim services, students may choose to utilize service providers within the general community or at the national level. The listing below provides contact information for a variety of services that are available to any victim of sexual assault or any other crime.

Please Note: Although the following list offers resource information for both on and off campus, general community service providers do not serve as reporting entities for the College of Charleston Annual Security Report.

Resource Contact Information

College of Charleston		
Campus Police / Public Safety Emergency	http://publicsafety.cofc.edu	843.953.5611
Campus Safety Escort Service		843.953.5609
Chief of Campus Police/Director		843.953.5609
Office of Victim Services - 67 George St Regular business hours	http://victimservices.cofc.edu/	843.953-2273
After business hours/campus holidays - please reserve for victimizations that have occurred within the past 120 hours)		843-953-2273
Counseling and Substance Abuse Services	http://counseling.cofc.edu	843.953.5640
Crime Action Line		843.953.4998
Student Handbook system/studenthandbook/index.php	http://studentaffairs.cofc.edu/honor-	
Student Health Services	http://studenthealth.cofc.edu/	843.953.5520
Student Attorney Assistance Program	http://attorneyassistance.cofc.edu/	843.953.2273
Timely Warning Alerts	http://emergency.cofc.edu/cougaralert/index.php	
Community/State/National Resources		
Center for Women	www.c4women.org	843.763.7333
Crime Victim Research Center, MUSC		843.792.8209
Emergency Shelter for Battered Women		843.744.3242
Family Services		843.744.1348
National Center for Victims of Crime	http://www.victimsofcrime.org/	
Health Department, Charleston County		843.579.4500
Mental Health Center, Charleston-Dorchester	charlestondorchestertermhc.org	843.852.4100
My Sister's House, Tri-county Area	http://mysistershouse.org/	843.744.3242
People Against Rape (PAR)	http://www.peopleagainstrape.org/	843.745.0144
Public Defender's Office, Charleston County		843-958-1850
Rape Abuse and Incest National Network	https://rainn.org/	
Sex Offender Registry	http://services.sled.sc.gov/sor/	
Solicitor's Office, Charleston County		843.958.1900
South Carolina Crime Victim Ombudsman		803.734.0357
South Carolina Victim Assistance Network	http://www.scvan.org/	800.220.5370
South Carolina Coalition Against Domestic Violence and Sexual Assault	http://www.sccadvasa.org	803-256-2900
United Way Assistance Hotline		843.744.4357
Local Police Departments		
Charleston City		843.577.7434
Charleston County Sheriff		843.202.1700
Folly Beach		843.588.2433
North Charleston		843.740.2800
Mount Pleasant		843.884.4176
Isle of Palms		843.886.6522
Sullivan's Island		843.883.3931
Hanahan		843.747.5711
Berkeley County Sheriff		843.723.3800
Summerville		843.875.1650
Goose Creek		843.572.4300
Dorchester County Sheriff		843.873.5111

ANNUAL FIRE SAFETY REPORT

In compliance with the Higher Education Opportunity Act of 2008, this report highlights fire safety information for on-campus student housing facilities, including:

1. A brief description of the College's fire safety services;
2. Procedures for student housing evacuation;
3. Policies on fire safety education and training programs;
4. Fire safety policies;
5. Plans for future fire safety improvements;
6. A chart describing the fire safety systems and number of annual fire drills for each on-campus student housing facility; and
7. Fire statistics and designated contacts for reporting fire statistics.

Fire and Emergency Medical Services (EMS)

While fire safety is the responsibility of all members of the campus community, the oversight of fire prevention rests with the College's Fire and EMS, a branch of the Department of Public Safety. Fire and EMS is located at 89 St. Philip Street, Charleston, SC 29424 and the emergency number for reporting fires is: 843.953.5611.

The Chief of Fire and EMS is designated as the College's Fire Marshal and coordinates all fire safety activities at the College in conjunction with the City of Charleston Fire Department. The Chief and his staff routinely conduct fire/safety inspections of all facilities and equipment, initiate fire drills, handle all fire-related investigations and reports, coordinate ongoing training/certification efforts for department staff members, collaborate with community and state emergency management teams, and make recommendations concerning improvements in fire safety to appropriate administrative representatives.

The College has one of the largest token ring addressable fire alarm networks on the east coast. This system provides immediate identification of the specific location of activated alarms and is also capable of identifying problems with alarm equipment or tampering with devices.

To Report a Fire

All students and employees are instructed to call 843.953.5611 immediately to report a fire.

The dispatchers who answer the calls are trained in handling emergencies.

Fire safety education and training information is also available on-line anytime at:

<http://fireandems.cofc.edu/index.php>

Procedures for Student Housing Evacuation in the Case of a Fire

In the event of a fire and each time a fire alarm sounds, it is mandatory for all students and guests to evacuate the building. Residents who remain in the building during a fire alarm will be subject to disciplinary action. Once evacuated, residents must remain outside at their designated assembly sites until re-entry to the building has been cleared by College of Charleston Fire and EMS or City of Charleston Fire Department officials.

Assembly Sites for Fire Evacuations

These locations are provided for your safety and to allow the Fire Department personnel adequate access to the building. When an alarm sounds, students must assemble in the locations following areas:

Residential Houses	Fire Evacuation Assembly Site
Residential Houses	Across the street from the house
Grice Marine 205 Ft. Johnson Rd.	The open field located on the right side of the facility and await directions from the responding fire departments
Residence Halls	Fire Evacuation Assembly Site
Berry Hall	Across St. Philip Street in front of the Bell Building parking lot
Buist/Rutledge Rivers Hall	R. S. Small Building side exit - Intersection of College Promenade Greenway Hawkins Lounge side exit - Intersection of College Promenade and Greenway Coming Street side exit - Grassy area of the horseshoe parking lot near Coming Street
College Lodge	Sidewalk on the side of the building move down to King or St. Philip Streets.
Craig Hall	Exit the hall and walk down the sidewalk to the front of the education center.
George Street Apartments	Across George Street to the parking lot
Kelly House	Across St. Philip Street in the Charleston Water System parking lot
Liberty Street	Across Liberty St., down St. Philip St. toward the Education Building
McAlister Hall	Across St. Philip Street in front of the parking garage
McConnell Hall	"P" Parking Lot behind Fraternity Row
1 Warren Place	Across the street in front of 10 Warren Place
10 Warren Place	At the far side of the parking lot
20 Warren Place	At the far side of the parking lot

Fire Log

A Fire Log is available for public inspection, upon request, during normal business hours, 8:30 a.m. - 5:00 p.m. Monday through Friday at the College's Fire and EMS, a branch of the Department of Public Safety, 89 St. Philip Street, Charleston, SC 29424. Two business days are required for a request for any portion of the log older than sixty days. The Fire Log contains the date the fire was reported, the nature of the fire, the date and time of the fire and the general location of the fire. The Fire Log will be current for the academic year and the Department of Public Safety will archive logs for the previous six years.

POLICY STATEMENTS

Policies on Portable Electrical Appliances, Smoking and Open Flames

Appliances

Residents are required to remain in the room when using a stove or oven in a common kitchen. Certain cooking appliances are prohibited in the residence halls due to the fire hazard threat they pose. These include coffee makers without an automatic shut off switch, any open-coil heating appliance (such as a toaster), electric griddles, Foreman-type grills and waffle makers. Residents in upperclassman housing with a full kitchen may have a toaster or Foreman-type grill provided the item

remains in the kitchen. To determine whether a certain appliance is authorized, contact a Residence Life staff member.

Smoking

The College is a tobacco-free campus, and smoking is not permitted inside any College facility, including any residence hall or historic house. The College also prohibits smoking on sidewalks on College-owned or College-leased property, outdoor benches, green spaces on campus, and other common areas.

Open Flames

Open flames are not permitted in any campus residential facility.

Items Not Allowed in Residence Halls

This list is subject to changes/additions. If an unauthorized item is found, it will be confiscated and WILL NOT be returned. Cooking is permitted only in residence halls/houses with kitchens.

View list on website: <http://reslife.cofc.edu/campus-housing/housing-list.php>

- Candles/incense - nothing with an open flame
- Cappuccino/espresso machines
- Cooking appliances/machines with open coils
- Electric blankets
- Explosives/fireworks
- Extension cords
- Grills (charcoal, propane, George Foreman-type)
- Halogen lamps
- Heating pads
- Hot plates
- Incense and incense burners
- Lighter fluid or other combustible items
- Mini-lights (halogen)
- Multi-plug outlet (without surge protector)
- Open coil water/coffee warmers
- Rice cookers
- Space heaters
- Toaster/toaster ovens
- Woks

Policies Regarding Fire Safety Education and Training Programs

Fire safety education and training is addressed in multiple ways. First, fire safety is promoted during new student orientation sessions. Further, in accordance with National Fire Protection Association requirements, four fire drills are held in the residence halls throughout the academic year. This consists of 1 night time drill, 1 unannounced drill and 2 other drills conducted at various times throughout the academic school year. The first fire drill is scheduled early in the fall semester to acquaint new residents with the sound of the building alarm and evacuation procedures. A follow-up mandatory hall meeting with students is held the following evening after the initial drill to critique the results of the drill, present fire safety tips (e.g., how to use a fire extinguisher), review evacuation procedures, and to explain the importance of complying with these procedures. Additionally, educational sessions for Residence Life and Housing live-in staff, including residence hall assistants,

are held prior to fall semester. These sessions focus on procedures for building evacuation and the proper operation of fire extinguishers. A fire simulation exercise is conducted as part of training to provide exposure to the dynamics involved in a fire and to evaluate the proficiency of all involved.

Plans for Future Improvements

The College regularly monitors and continues to enhance fire systems in its housing facilities and other buildings as necessary. For example, the College plans to install fire sprinkler systems in the remaining Residence Halls and historic houses that currently do not have them. The College also plans to install or upgrade monitored fire alarms systems in its student housing facilities.

FIRE PROTECTION EQUIPMENT AND FIRE STATISTICS IN RESIDENTIAL FACILITIES

Federal law requires that the College annually disclose statistical data on all fires that occur in on-campus student housing facilities for the calendar year. For all past fires, campus community members must contact the College of Charleston Public Safety Dispatch at 843.953.5611 to report fires that the College may not be aware of so that the College may include them in the Fire Safety Report.

2015-2016 Fire Protection Equipment in Student Housing

2015 - 2016 Fire Protection Equipment in Student Housing													
Residential Houses	Fire Alarm Monitoring conducted onsite by Public Safety Communications	Fire Alarm System with Smoke Detector in Rooms and Common Areas	120v w/Battery Station Smoke Detectors in rooms and common	120v w/Battery Backup Interconnecte d Single Station Smoke Detectors	Fully Sprinkled	Partial Sprinkled	Fire Extinguishers Located in Residence Hall & Houses	Evacuation Plans	Number of Evacuation Fire Drills Each Calendar Year				
90 Wentworth	No	No	No	Yes	No	No	Yes	Yes	4				
92 Wentworth	No	Yes	No	Yes	Yes	No	Yes	Yes	4				
99 Wentworth	No	No	No	Yes	Yes	No	Yes	Yes	4				
101 Wentworth	No	No	No	Yes	Yes	No	Yes	Yes	4				
103 Wentworth	No	No	No	Yes	Yes	No	Yes	Yes	4				
105 Wentworth	No	No	No	Yes	Yes	No	Yes	Yes	4				
107 Wentworth	No	No	No	Yes	Yes	No	Yes	Yes	4				
113 Corning	No	No	No	Yes	No	No	Yes	Yes	4				
28 Corning	No	No	No	Yes	Yes	No	Yes	Yes	4				
29 Corning	No	No	No	Yes	Yes	No	Yes	Yes	4				
31 Corning	No	No	No	Yes	Yes	No	Yes	Yes	4				
32 Corning	No	No	No	Yes	Yes	No	Yes	Yes	4				
34 Corning	No	No	No	Yes	Yes	No	Yes	Yes	4				
36 Corning	Yes	Yes	No	No	Yes	No	Yes	Yes	4				
38 Corning	No	Yes	No	No	Yes	No	Yes	Yes	4				
70 Corning	Yes	Yes	No	No	Yes	No	Yes	Yes	4				
72 Corning	Yes	Yes	No	No	Yes	No	Yes	Yes	4				
2 Bull	Yes	Yes	No	No	Yes	No	Yes	Yes	4				
4 Bull	Yes	Yes	No	No	Yes	No	Yes	Yes	4				
6 Bull	Yes	Yes	No	No	Yes	No	Yes	Yes	4				
8 Bull	Yes	Yes	No	No	Yes	No	Yes	Yes	4				
24 Bull	No	No	No	Yes	Yes	No	Yes	Yes	4				
24 Bull Annex	No	No	No	Yes	Yes	No	Yes	Yes	4				
14 Greenway Lelesne	No	No	No	Yes	Yes	No	Yes	Yes	4				
14 Greenway Lelesne Annex	No	No	No	Yes	Yes	No	Yes	Yes	4				
15 St. Philip	No	No	No	Yes	No	No	Yes	Yes	4				
17 St. Philip	No	No	No	Yes	No	No	Yes	Yes	4				
298 Meeting	No	No	Yes	Yes	No	No	Yes	Yes	4				
300 Meeting	No	No	No	Yes	No	No	Yes	Yes	4				
205 Ft. Johnson Grice Marine	Yes	Yes	No	No	No	No	Yes	Yes	4				
Residence Halls													
Glenn McConnell	Yes	Yes	No	No	Yes	No	Yes	Yes	4				
Buist Rivers	Yes	Yes	No	No	Yes	No	Yes	Yes	4				
Rutledge	Yes	Yes	No	No	Yes	No	Yes	Yes	4				
Crain	Yes	Yes	No	No	Yes	No	Yes	Yes	4				
Joe E. Berry	Yes	Yes	No	No	Yes	No	Yes	Yes	4				
Marcia Kelly McAlister	Yes	Yes	No	No	Yes	No	Yes	Yes	4				
Kelly House	Yes	Yes	Yes	No	Yes	No	Yes	Yes	4				
Liberty Street	Yes	Yes	No	No	Yes	No	Yes	Yes	4				
College Lodge	Yes	Yes	No	No	Yes	No	Yes	Yes	4				
George Street Apartments	Yes	Yes	No	No	No	No	Yes	Yes	4				
1 Warren Place	Yes	Yes	No	No	Yes	No	Yes	Yes	4				
20 Warren Place	Yes	Yes	No	No	Yes	No	Yes	Yes	4				

2014 Fires Occurring in Residential Housing

2014 Fires Occurring in Residential Facilities		Total Fires in Each Student Residential Facility	Fire Number	Date	Time	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Fire Related Deaths	Value of Property Damage
Residential Houses									
90 Wentworth	0	0	0	NA	NA	NA	0	0	0
92 Wentworth	0	0	0	NA	NA	NA	0	0	0
99 Wentworth	0	0	0	NA	NA	NA	0	0	0
101 Wentworth	0	0	0	NA	NA	NA	0	0	0
103 Wentworth	0	0	0	NA	NA	NA	0	0	0
105 Wentworth	0	0	0	NA	NA	NA	0	0	0
107 Wentworth	0	0	0	NA	NA	NA	0	0	0
13 Corning	0	0	0	NA	NA	NA	0	0	0
28 Corning	0	0	0	NA	NA	NA	0	0	0
29 Corning	0	0	0	NA	NA	NA	0	0	0
31 Corning	0	0	0	NA	NA	NA	0	0	0
32 Corning	0	0	0	NA	NA	NA	0	0	0
34 Corning	0	0	0	NA	NA	NA	0	0	0
36 Corning	0	0	0	NA	NA	NA	0	0	0
38 Corning	0	0	0	NA	NA	NA	0	0	0
70 Corning	0	0	0	NA	NA	NA	0	0	0
72 Corning	0	0	0	NA	NA	NA	0	0	0
2 Bull	0	0	0	NA	NA	NA	0	0	0
4 Bull	0	0	0	NA	NA	NA	0	0	0
6 Bull	0	0	0	NA	NA	NA	0	0	0
8 Bull	0	0	0	NA	NA	NA	0	0	0
24 Bull	0	0	0	NA	NA	NA	0	0	0
24 Bull Annex	0	0	0	NA	NA	NA	0	0	0
14 Greenway Leasene	0	0	0	NA	NA	NA	0	0	0
14 Greenway Leasene Annex	0	0	0	NA	NA	NA	0	0	0
15 St. Philip	0	0	0	NA	NA	NA	0	0	0
17 St. Philip	0	0	0	NA	NA	NA	0	0	0
298 Meeting	0	0	0	NA	NA	NA	0	0	0
300 Meeting	0	0	0	NA	NA	NA	0	0	0
205 Ft. Johnson Grice Maritime	0	0	0	NA	NA	NA	0	0	0
Residence Halls									
Glenn McCConnell	0	0	0	NA	NA	NA	0	0	0
Buist Rivers	0	0	0	NA	NA	NA	0	0	0
Rutledge	0	0	0	NA	NA	NA	0	0	0
Crutig	0	0	0	NA	NA	NA	0	0	0
Joe E. Berry	0	0	0	NA	NA	NA	0	0	0
Marcia Kelly McAlister	0	0	0	NA	NA	NA	0	0	0
Kelly House	0	0	0	NA	NA	NA	0	0	0
Liberty Street	0	0	0	NA	NA	NA	0	0	0
College Lodge	0	0	0	NA	NA	NA	0	0	0
George Street Apartments	0	0	0	NA	NA	NA	0	0	0
1 Warren Place	0	0	0	NA	NA	NA	0	0	0
10 Warren Place	0	0	0	NA	NA	NA	0	0	0
20 Warren Place	0	0	0	NA	NA	NA	0	0	0